

**FINANCIAL MANAGEMENT OVERSIGHT
PLANNING AND REPORTING MODEL
September 2006**

Purpose

Over the last decade, the Department's financial management community has changed dramatically. Budget constraints, staffing shortages, reorganizations and other management initiatives created varied Field Chief Financial Officer (CFO) organizational structures and inconsistent approaches to meeting financial management responsibilities. This model provides a corporate planning and reporting process that will institute consistency in our approach to financial management oversight, provide a solid foundation for evaluating and reporting Department-wide financial management activities and focus our resources to ensure we meet our responsibilities under the CFO Act.

Process Summary

Field CFOs will prepare annual financial management oversight plans to identify future oversight activities and financial management oversight reports to summarize results of oversight activities actually completed in the prior year. Plans are structured around the objectives and core financial management oversight areas identified in the Chief Financial Officer's "Guide for Financial Management Oversight." Plans and reports will also incorporate financial management oversight activities of the site/facility management contractors (contractors) at each field organization. These contractors are responsible for the management and operation of Department-owned facilities and include management and operating, Federal Acquisition Regulation (FAR)-based, integrated and integrating contractors, etc. Plans will be risk-based and incorporate input/guidance from the Headquarters (HQ) CFO regarding areas of consideration for the next planning year. Reports will support corporate planning and provide a mechanism for quickly gauging the overall health of our oversight program complex-wide.

Planning Outline and Key Dates

1) HQ Provides Input/Guidance for Preparation of Field Plans (June 1)

HQ will provide input/guidance for preparation of Field plans. This will include the identification of additional issues and assessment areas to consider in preparing local plans. This input may reflect areas of interest to the Office of Management and Budget (OMB), Congress, and other external entities, as well as best practices, vulnerabilities and other issues identified through flash reporting, HQ and field reviews, IG and GAO audits and other sources. Areas considered inherently high risk by Headquarters will be clearly identified.

2) Field Organizations Provide Subsequent Year Plans to HQ (August 15)

Field plans should be prepared using the plan form and content (Attachment A) and submitted to HQ. Plans should include a profile of information on the site's financial management organization, resource issues, performance management activities and planned financial management oversight activities for the upcoming year. Plans will

address activities to oversee both Federal and contractor functions and will be based on current risk assessments.

Reporting Outline and Key Dates

1) Flash Reporting and Feedback (Continuous)

Throughout the year, Field organizations should institute “flash reporting” to the HQ CFO. This means providing notifications on significant financial management oversight issues that arise. This includes results of reviews that identify control issues that may be applicable at other sites, best practices and lessons learned that could benefit the Department through immediate dissemination; and other significant issues that affect the site’s ability to implement its plan as intended. Headquarters will share reported information with all sites as appropriate to ensure known issues are addressed corporately rather than piecemeal. In the future, Headquarters will establish regularly scheduled meetings for financial management organizations to share ideas, issues and concerns relative to financial management oversight.

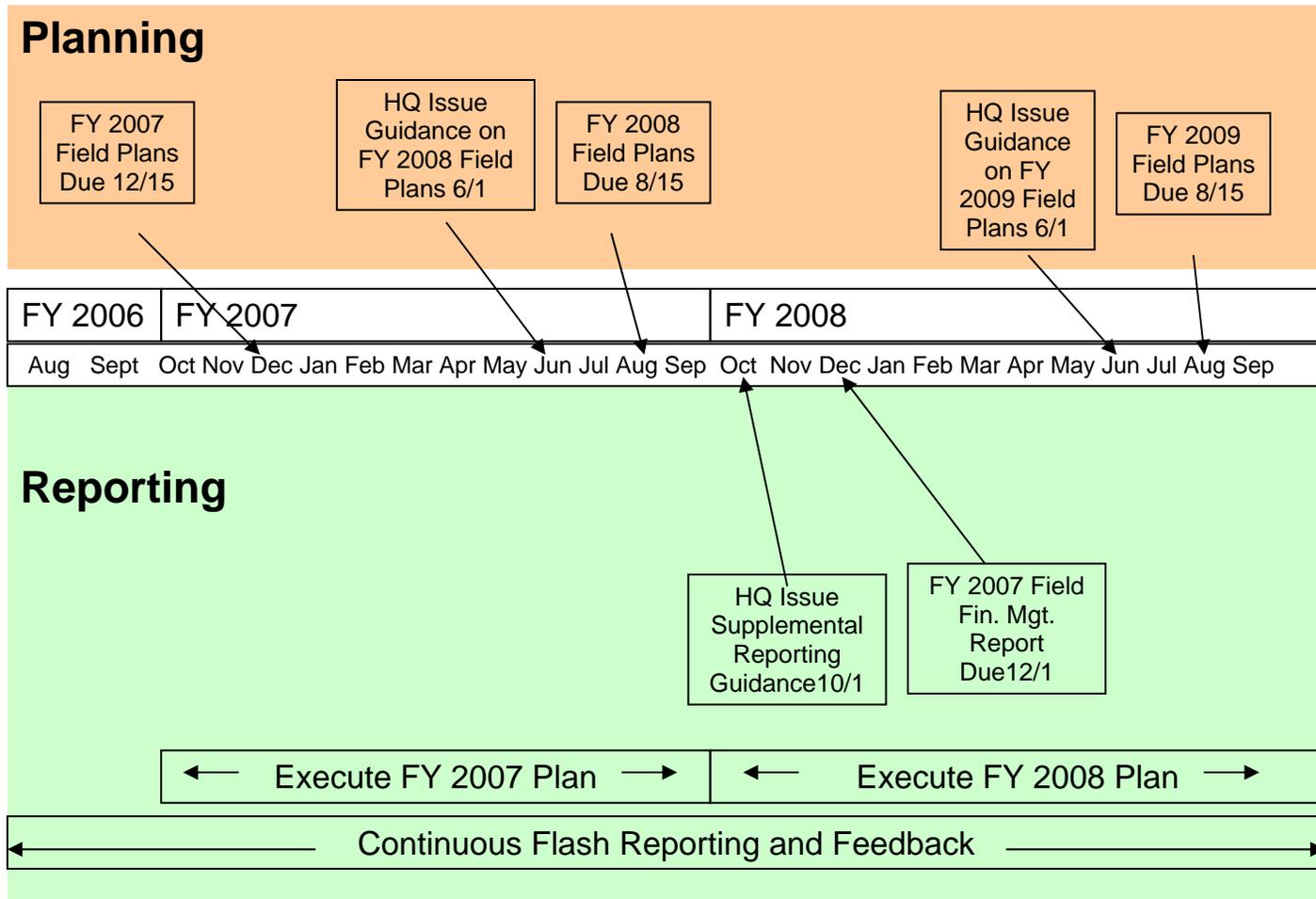
2) HQ Provides Supplemental Input/Guidance for Field Reports (Oct. 1)

As needed, HQ will provide additional input/guidance for preparation of Field financial management oversight reports on activities completed in the prior year. This may include specific concerns, issues or areas of interest to OMB, Congress, and other external entities, as well as vulnerabilities and other issues identified in prior year plans, flash reporting, HQ and Field reviews, IG and GAO audits and other sources.

3) Field Organizations Provide Financial Management Oversight Reports (Dec. 1)

Field reports should be prepared using the report form and content (Attachment B) and should indicate financial management oversight activities completed against the prior year plan. Field reports should include any changes to profile information since submitting the Field plan, indicate actual performance against the prior year plan, highlight best practices and identify other issues that should be brought to the HQ CFO’s attention. A revised plan for the current year should also be attached if significant changes have occurred.

Planning and Reporting Cycle



Note: **FY 2007 plans have been delayed to accommodate on-going remediation activities. Planning will revert to the standard cycle starting with the FY 2008 plan in August of 2007.**

FINANCIAL MANAGEMENT OVERSIGHT PLAN FOR FISCAL YEAR 200X+1

This document includes [Field Organization]'s plan for implementing its financial management oversight responsibilities in accordance with the CFO Act, DOE policy, including DOE Order 523.1, and other applicable laws, regulations and guidelines.

Profile Information

Organization: [Provide a brief overview of your CFO/financial management organization including a discussion of how the organizational structure supports a financial review/oversight capability as required by DOE Order 520.1, *Office of Chief Financial Officer*, and DOE Order 523.1, *Financial Management Oversight*.]

Financial Management Oversight Resources: [Provide a summary of resources used to support financial management oversight functions. This should include not only staff dedicated to traditional financial review functions, but any related functions that support financial management oversight including: review, analysis, self-assessment, performance measurement, etc. Also identify any significant resource issues that affect your site's ability to meet its financial management oversight responsibilities, as well as a corrective plan to address these issues.]

Financial Management Oversight Performance Metrics: [Describe how performance metrics are used to measure effectiveness and efficiency of financial management activities. Identify financial management performance metrics utilized at the site to monitor both Federal and contractor performance. Provide brief discussions of performance against each metric.]

Risk Assessment Summary: [Briefly explain risk assessment process and summarize results of highest risk activities. An attachment to the plan may be included to provide more information on risk assessment activities.]

Plan

Summary of Planned Oversight Activities for Federal and Contractor Financial Management Functions (for Fiscal Year 200X+1): [Summarize planned activities to oversee both Federal and contractor financial management oversight functions for the plan year. Include key areas of focus, known vulnerabilities, risk assessments/risk mitigations, reliance on existing controls, barriers to performance and other issues driving planned activities for the year. This should be an executive level summary and should directly relate to the detailed tables in Attachment A1 and A2. For contractor activities, also specifically address plans and processes for providing input to internal audit plans and whether direct access to contractor accounting systems is maintained and used to monitor financial management activities.]

Oversight Plan of Federal and Contractor Financial Management Functions (for Fiscal Year 200X+1): [Using table in Attachment A1, prepare a detailed plan to address activities to oversee Federal and contractor financial management functions. As appropriate, plans should address each core oversight area and include:

- Risk (high, medium, low). Record risk based on risk assessment methodology.
- Cycle (monthly, quarterly, semi annual, annual, 2 yrs and 3 yrs).
- Last time the area was evaluated.
- Type of coverage planned. This should be identified in the specific year planned. Planned coverage in future years may also be identified to facilitate an out year planning process. Additional description should be provided for coverage identified as "O" or "Other."
- Planned timing for conducting the activity.
- Comments on oversight activities. These should include the driver for assessing the area; the rationale for areas not covered based on consideration of risk; known vulnerabilities or external criticisms; performance metrics utilized if applicable; and potential barriers.

Contractors' plans should include activities performed by the Federal staff, as well as contractor activities the site intends to rely on. Examples of responses for selected areas are included in Attachment A2.]

- FORM AND CONTENT* -
EXAMPLE

Attachment A1

Financial Management Oversight Plan – FY 200X+1
Oversight of Federal Financial Management Functions [Field Office Name]

R = Review, A = Analysis, AU=Audit, PM = Performance Measure, SA = Self-Asses., O = Other, N/A = No Activity Planned

Core Area: Oversight Activity	Risk	Cycle	Last Evaluated	Type of Coverage Planned			Planned Timing	Comments
				2006	2007	2008		
1. Financial Systems, Policies and Procedures:								
FFMIA and FMFIA Systems Review	M	Annual	2005	R	R	R	July	Previous review identified problems in ability to provide system reports in a timely manner.
CAS Disclosure Statement/Indirect Cost Rates	L		2004	R			October	Previous review of change to CAS Disclosure Statement was adequate.
2. Budget and Funds Control:								
Administrative Control of Funds	H		2002	R			Jan.-Feb	Review will focus on obligations against prior year appropriations in response to HQ emphasis on controls in this area.
	H	Annual	On-going	A	A	A	Monthly	Monthly analysis of funds control reports performed by site office and contractor.
Uncosted Obligations	H	Annual	2003	R and A			Oct – Nov	Annual review and analysis in response to HQ guidance.
Unpaid Obligations	M	Annual	2005	A	A	A		
Suspense Accounts	L	Annual	2005	A	A	A	Monthly	
Work-for-Others	L	2yrs	2003		R		Sept	
3. Management Controls:								

* Note: The layout of fields in the Financial Management Oversight Planning and Reporting Tool may vary slightly.

- FORM AND CONTENT* -
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Oversight of Federal Financial Management Functions [Field Office Name]

R = Review, A = Analysis, AU=Audit, PM = Performance Measure, SA = Self-Asses., O = Other, N/A = No Activity Planned

Core Area: Oversight Activity	Risk	Cycle	Last Evaluated	Type of Coverage Planned			Planned Timing	Comments
				2006	2007	2008		
FMFIA Summary Management Review	M	Annual	2005	R	R	R	July	Previous review identified no problems.
4. Cost Accounting and Cost Management:								
Cost accruals and reversals	L	Semi-Annual	2004			SA	N/A	Comprehensive review in 2004 identified no vulnerabilities and strong controls. Based on limited risk, next assessment planned for 2008.
Financial Assistance Award Costing	L	Semi-Annual	2004	SA			March	A self-assessment will be conducted to evaluate local procedures for ensuring costs are obtained and recorded properly for grants programs. Self-assessment will include recording and reversal of accruals.
Project Costing	L	Semi-Annual	2004		SA			
Statement of Cost Incurred and Claimed	M	Annual	2005	R	R	R	Oct	Previous review identified questionable costs.
Functional Support Cost	M	Annual	2005	R	R	R	Nov-Dec	An annual review and certification of support costs by functional activity is required.
Biennial Pricing	L		2005		R			Prices of contractor materials and services will be reviewed and validated.

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- FORM AND CONTENT* -
EXAMPLE

Attachment A1

Financial Management Oversight Plan – FY 200X+1
Oversight of Federal Financial Management Functions [Field Office Name]

R = Review, A = Analysis, AU=Audit, PM = Performance Measure, SA = Self-Asses., O = Other, N/A = No Activity Planned

Core Area: Oversight Activity	Risk	Cycle	Last Evaluated	Type of Coverage Planned			Planned Timing	Comments
				2006	2007	2008		
5. Financial Reporting and Performance:								
Financial Statements and Audit Findings	H	Annual	2005		AU		May-Oct	Financial Statement audit is scheduled
LDRD Submission (Review and Certify)	L	Annual	2005	R	R	R		
6. Asset Management Systems:								
Receivables – aging and collection	M		On-going	PM and A	PM and SA	PM and A	Monthly	Metrics monitored and analyzed monthly. Self-assessment planned for FY 2007.
Purchase Card Program	H	Annual	2004	A	A	A		
Construction Work-In-Process	L		2004	A				
7. Liabilities:								
Erroneous Payments	H	Annual	On-going	A	A	A	Quarterly	Quarterly tracking and reporting to HQs.
			2004	O (HQ Site Visit)				HQ site visit will validate erroneous payments process.
Prompt Payment/Accounts Payable	L		2005	PM	PM	PM		
8. Internal Audit:								
Audit Plan	H		2005	R	R	R	July	Review of planned audit areas and activities.
Audit Report	H		2005	R	R	R	Feb.	Review of completed audit work.

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- FORM AND CONTENT* -
EXAMPLE

Attachment A1

Financial Management Oversight Plan – FY 200X+1
Oversight of Federal Financial Management Functions [Field Office Name]

R = Review, A = Analysis, AU=Audit, PM = Performance Measure, SA = Self-Asses., O = Other, N/A = No Activity Planned

Core Area: Oversight Activity	Risk	Cycle	Last Evaluated	Type of Coverage Planned			Planned Timing	Comments
				2006	2007	2008		
Site Defined Areas:								

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**Financial Management Oversight Plan– FY 200X+1
Oversight of Contractor Financial Management Functions [Contractor Name]**

R = Review, A = Analysis, AU=Audit, PM = Performance Measure, SA = Self-Asses., O = Other, N/A = No Activity Planned

Core Area: Oversight Activity	Risk	Cycle	Last Evaluated	Type of Coverage Planned			Planned Timing	Comments
				2006	2007	2008		
1. Financial Systems, Policies and Procedures:								
Financial Mgmt. System Approval (Initial and Changes)	L		2003	R			October – December	Review of proposed system changes for the year by DCAA.
CAS Disclosure Statement/CAS Compliance	L		2003	AU (IG)			Jan - March	Requested IG review of significant changes to contractor disclosure statement. Review dependent upon IG agreement to include the review in their audit plan for the year. Otherwise, site will perform preliminary review of changes.
Review of Policies and Procedures	L		2004	AU			Feb.	Contractor internal audit will audit policies and procedures related to financial mgmt. to ensure compliance with laws, regulations and DOE orders.
2. Budget and Funds Control:								
Administrative Control of Funds	H	Annual	On-going	A	A	A	Monthly	Monthly review of funds control reports performed by site office and contractor.
Uncosted Obligations	M		2005	R	R	R	July-Aug	Perform review to evaluate/justify amounts.
Unpaid Obligations	M	Annual	2005	A	A	A	June	Analysis conducted to ensure proper management.
Suspense Accounts	M	Annual	On-going	A/PM	A/PM	A/PM	Monthly	Monthly analysis of suspense for clearing.
Work-for-Others	L	Semi-Annual	2004		SA		Dec.	Cost transfers will be evaluated.

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**Financial Management Oversight Plan– FY 200X+1
Oversight of Contractor Financial Management Functions [Contractor Name]**

R = Review, A = Analysis, AU=Audit, PM = Performance Measure, SA = Self-Asses., O = Other, N/A = No Activity Planned

Core Area: Oversight Activity	Risk	Cycle	Last Evaluated	Type of Coverage Planned			Planned Timing	Comments
				2006	2007	2008		
3. Management Controls:								
4. Cost Accounting and Cost Management:								
Cost accruals and reversals	L	Semi-Annual	2004		SA		April	IG audit evaluated controls over accruals and identified minor problems in documentation.
Financial Assistance Award Costing	L		2005	A	A	A	March	Analysis conducted to evaluate management of grant process.
Project Costing	M		2003	AU				GAO audit of construction work-in-process.
Statement of Costs Incurred and Claimed (SCIC)	M	Annual	2005	R	R	R	Oct. – Dec.	Annual CFO review of contractor statement of cost incurred and claimed required by chapter 4 of the DOE accounting handbook.
			2005	AU	AU	AU	Oct. – Dec.	Annual IG audit of SCIC.
Biennial Pricing	L	Semi-Annual	2004	SA		SA	April	Contractor will perform self-assessment.
Overhead Rates and Allocations			2005	R			Dec.	Site office to review contractor submission.
Functional Support Cost (Review and Certify)	L		2005	R	R	R	Nov-Dec	Annual review and certification of support costs by functional activity is required.

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**Financial Management Oversight Plan– FY 200X+1
Oversight of Contractor Financial Management Functions [Contractor Name]**

R = Review, A = Analysis, AU=Audit, PM = Performance Measure, SA = Self-Asses., O = Other, N/A = No Activity Planned

Core Area: Oversight Activity	Risk	Cycle	Last Evaluated	Type of Coverage Planned			Planned Timing	Comments
				2006	2007	2008		
5. Financial Reporting and Performance:								
LDRD Submission (Review and Certify)	L	Annual	2005	R	R	R	Nov-Dec	Annual review conducted for certification.
6. Asset Management Systems:								
Receivables – aging and collection	L		2005		R			Annual financial statement audit evaluated controls over receivables, no material issues.
Purchase Card Program	H		2003	R				HQ review planned due to prior problems with appropriate use and delinquencies.
7. Liabilities:								
Erroneous Payments	H	Quarterly	On-going	A	A	A	Quarterly	Quarterly tracking and reporting to HQs
			2004	O (HQ Site Visit)				HQ site visit will validate erroneous payments process.
8. Internal Audit:								
Peer Review	L		2002		R			Peer reviews will be performed as required.
9. Site Defined Areas:								
Recording construction work-in-process (CWIP)	L		N/A	R			August	Project management review identified need to assess controls and processes for recording CWIP. Field CFO will perform review.

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**Financial Management Oversight Plan– FY 200X+1
 Oversight of Contractor Financial Management Functions [Contractor Name]**

R = Review, A = Analysis, AU=Audit, PM = Performance Measure, SA = Self-Asses., O = Other, N/A = No Activity Planned

Core Area: Oversight Activity	Risk	Cycle	Last Evaluated	Type of Coverage Planned			Planned Timing	Comments
				2006	2007	2008		
Analysis of Contractor Data	L	Annual	On-going	A	A	A	Monthly	Site will utilize access to contractor accounting system to randomly analyze various account balances, project costing, and other areas to identify trends, anomalies and other indicators that might identify potential vulnerabilities.

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FINANCIAL MANAGEMENT OVERSIGHT REPORT
FOR FISCAL YEAR 200X

This document includes [Field Organization]'s report on implementing its financial management oversight responsibilities in accordance with the CFO Act, DOE policy, and other applicable laws, regulations, and guidelines.

Summary Assessment of Performance Against Prior Year Oversight Plan (for FY 200X): [Provide a summary of performance against the prior year oversight plan. Include a summary of any significant issues or vulnerabilities identified, barriers to performance and actions to address any activities that were not completed as scheduled. This should be an executive level summary and should directly relate to the detailed report of financial management oversight activities completed. Each contractor under the site's cognizance should be addressed separately in the summary.]

Significant Financial Management Oversight Issues, Concerns and Barriers: [Identify any significant issues related to financial management facing the site. Describe issue as well as proposed next steps/corrective actions. Include any high-risk areas that have not received adequate coverage.]

Best Practices and Lessons Learned: [Identify any "Best Practices" and/or lessons learned identified through Federal and contractor financial management activities.]

Success Stories: [Utilize this section to promote financial management successes. Possible activities to address include newly implemented initiatives, cost savings generated, significant areas of improvement and other positive impacts from financial management activities. Exact content of this section is at the site's discretion; however, it is encouraged that each site take advantage of this opportunity to bring visibility to their accomplishments.]

Updates to Profile and Plan: [Identify any changes made to prior profile or plan and attach a revised plan to report as needed.]

Report of Federal and Contractor Financial Management Oversight Activities Against the Plan (for FY 200X): [Using tables in Attachment B1 and B2, prepare a detailed report to provide an assessment of performance against planned Federal and contractor activities for the fiscal year. As appropriate, report should address each oversight area and include:

- Risk (high, medium, low). Record risk based on risk assessment methodology.
- Cycle (monthly, quarterly, semi-annual, annual, 2 yrs and 3 yrs).
- Identification of whether the activity was scheduled in the planning process or unscheduled.

-Type of coverage conducted. Additional description should be provided for coverage identified as “O” or “Other.”

-Indication of whether the scheduled activity was completed.

-Indication of whether the activity conducted identified any issues.

-Comments should be provided to describe any significant issues or vulnerabilities identified, barriers to performance, actions to address any activities that were not completed as scheduled, and rationale for areas not covered based on consideration of risk or reliance on existing controls or tools.

Examples of responses for selected areas are provided in Attachment B1 and B2.]

Financial Management Oversight Report Against Plan - FY 200X
Oversight of Federal Financial Management Functions [Field Office Name]

R = Review, A = Analysis, AU=Audit, PM = Performance Measure, SA = Self-Asses., O = Other, N/A = No Activity Planned

Core Area: Oversight Activity	Risk	Cycle	Scheduled=S Unscheduled=U	Type of Coverage	Activity Complete (Y/N)	Issues Identified (Y/N)	Comments
1. Financial Systems, Policies and Procedures:							
FFMIA and FMFIA Systems Review	M	Annual	U	AU (IG)	Y	N	Annual audit did not identify findings.
CAS Disclosure Statement/Indirect Cost Rates	L	Annual	S	R	Y	N	Changes submitted to CAS Disclosure Statement and Indirect Cost Rates were reviewed and are adequate.
2. Budget and Funds Control:							
Administrative Control of Funds	H	Monthly	S	A	Y	N	Completed monthly funds control analysis.
			S	O (HQ Survey)	Y	N	Completed Department-wide survey at HQ request. Identified need to formalize controls for obligation of funds against prior period appropriations. Corrective actions have been implemented.
Uncosted Obligations	L	Annual	S	R	Y	N	Review provided justification for balances.
Unpaid Obligations	M		S	A	Y	N	Budget analysis was completed and no findings.
Suspense Accounts	M		S	A	Y	N	Monthly analysis of suspense activity.
Work-for-Others	L	Annual	S	R	N	N/A	Replaced by external review by the IG.
3. Management Controls:							
FMFIA Summary Management Review	M	Annual	U	AU (IG)	Y	N	Annual audit did not identify findings.
4. Cost Accounting and Cost Management:							
Cost accruals and reversals	L	2yrs	U	N/A			Review in 2004 identified no issues and strong control environment. Based on limited risk, next review expected in 2008.
Financial Assistance Award Costing	L		S	R	Y	Y	Documentation issues identified at Field locations.
Project Costing	M		S	AU	Y	Y	GAO audit identified minor issues with project mgmt.
Statement of Cost Incurred and Claimed	M	Annual	S	R	Y	Y	Questionable costs were identified by the review in the area of related party transactions.

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Financial Management Oversight Report Against Plan - FY 200X
Oversight of Federal Financial Management Functions [Field Office Name]

R = Review, A = Analysis, AU=Audit, PM = Performance Measure, SA = Self-Asses., O = Other, N/A = No Activity Planned

Core Area: Oversight Activity	Risk	Cycle	Scheduled=S Unscheduled=U	Type of Coverage	Activity Complete (Y/N)	Issues Identified (Y/N)	Comments
Functional Support Cost	L	Annual	S	R	Y	N	Review and certification were conducted and no issues identified.
Biennial Pricing	L		S	R	Y	N	Pricing review did not identify any material problems.
5. Financial Reporting and Performance:							
Financial Statements and Audit Findings	M	Annual	S	AU	Y	Y	Issues with documentation of environmental liabilities.
LDRD Submission (Review and Certify)	L	Annual	S	R	Y	N	Review and certification did not identify any issues.
6. Asset Management Systems:							
Receivables – aging and collection	H		S	PM	Y	N	
Purchase Card Program	H		S	SA	N	N/A	Replaced by External Review by IG
	H		U	AU (IG)	Y	Y	Approving Official Controls.
7. Liabilities:							
Erroneous Payments	L	Annual	S	A/PM	Y	N	Analysis and performance measure indicate green status.
Prompt Payment/ Accounts Payable	L	Annual	S	A/PM	Y	Y	Analysis indicates payments issues related to implementation of new financial management system.
8. Internal Audit:							
Audit Plan	H		S	R	Y	Y	Field review identified additional audit areas.
Audit Report	H		S	R	Y	N	Audit activities were completed as planned.
9. Site Defined Areas:							
General Plant Projects	L	Annual	S	A	Y	N	No issues identified in accounting for projects.

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Financial Management Oversight Report Against Plan - FY 200X
Contractor Financial Management Functions [Contractor Name]

R = Review, A = Analysis, AU=Audit, PM = Performance Measure, SA = Self-Asses., O = Other, N/A = No Activity Planned

	Risk	Cycle	Scheduled=S Unscheduled=U	Type of Coverage	Activity Complete (Y/N)	Issued Identified (Y/N)	Comments
Core Area: Oversight Activity							
1. Financial Systems, Policies and Procedures:							
Financial Mgmt. System Approval (Initial and Changes)	L	3yrs	S	R	Y	N	Performed initial review to support contracting officer approval of accounting system for new contractor. No issues were identified.
CAS Disclosure Statement/CAS Compliance	L	Annual	S	AU (IG Review)	N	N	Review of changes to CAS statement was not performed by IG due to other priorities. IG committed to review in 2006.
2. Budget and Funds Control:							
Administrative Control of Funds	L	Monthly	S	A	Y	N	Monthly analysis.
Uncosted Obligations	L	Annual	S	R	Y	N	Review identified adequate justifications for balances.
Unpaid Obligations			S	A	Y	N	Only minor anomalies were identified.
Suspense Accounts	M	Annual	S	R	Y	Y	Review identified the need to increase level of detail for monthly analysis of contractor suspense items. Corrective actions have been implemented.
Work-for-Others	L		U	N/A			GAO work in this area indicated a low risk.
3. Management Controls:							
4. Cost Accounting and Cost Management:							
Cost accruals and reversals	L	3yrs	S	SA	Y	N	Self assessment indicated improvements needed in the documentation area of recording accruals.
Financial Assistance Award Costing	L	2yrs	U	N/A			Audit work in this area indicated a low risk.
Project Costing	M	2yrs	U	N/A			Project management review conducted in 2005 identified

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Financial Management Oversight Report Against Plan - FY 200X
Contractor Financial Management Functions [Contractor Name]

R = Review, A = Analysis, AU=Audit, PM = Performance Measure, SA = Self-Asses., O = Other, N/A = No Activity Planned

	Risk	Cycle	Scheduled=S Unscheduled=U	Type of Coverage	Activity Complete (Y/N)	Issued Identified (Y/N)	Comments
Core Area: Oversight Activity							
							findings in cost transfers and corrective actions were taken.
Statement of Costs Incurred and Claimed	H	Annual	S	R	Y	Y	CFO review identified \$10,000 in questioned costs to be considered by contracting officer. In addition, IG did not sign statement due to the need for additional internal audit work. CO, CFO and IG are resolving.
Biennial Pricing	L	2yrs	U	N/A			No issues identified in prior review.
Overhead Rates and Allocations			U	N/A			HQ review did not identify issues in 2005.
Functional Support Cost Submissions (Review and Certify)	M	Annual	S	R	Y	Y	Review identified issues in calculated cost savings. Savings were adjusted and submission was certified as required.
5. Financial Reporting and Performance:							
LDRD Submissions (Review and Certify)	L	Annual	U	O (HQ Review)	Y	Y	Review identified incomplete compliance with DOE requirements for notifications to other agencies on LDRD charges. Corrective actions were taken.
6. Asset Management Systems:							
Receivables – aging and collection	M	Annual	S	A/P M	Y	Y	Controls need to be improved to ensure proper aging of accounts. Review planned for 2007.
Purchase Card Program	H		U	N/A			HQ review in 2002 indicated a low risk in this area.
7. Liabilities:							
Erroneous Payments	M	Annual	S	A	Y	N	Payment percentage is under the OMB target.
8. Internal Audit:							
Peer Review	L		U	N/A			Peer review did not identify any material issues.
Site Defined Areas:							

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