Department of Commerce
CFO Review Procedures Checklist – Part II

Procedure	Description	Initials
RPC	Review Procedures Checklist Part I has been reviewed and all necessary comments/explanations have been provided to OFM.	
GTAS	Review GTAS vs. HFM Comparison, to verify all differences on the Data Tab (includes account attributes) have been submitted and are both reasonable and complete. **NOTE: THERE IS A $0K THRESHOLD FOR THIS ANALYSIS**	
FA	Print book in Hyperion titled "QTR2 Fluctuation Book" (for Q2) or "QTR3&4 Fluctuation Book" (for Q3 or Q4) Review fluctuation analyses **for each line item** to identify significant fluctuations **(increases or decreases of 10% or more AND greater than or equal to the following $ amounts:** – **NOAA: $15.0 million,** – **Census, EDA, ITA, NIST, NTIA, and USPTO: $5.0 million, and,** – **All other entities: $2.0 million.** Review explanations of the significant fluctuations (per Financial Statements Guidance) provided to OFM for following: Balance Sheet (BS), Statement of Net Cost (St of NC), Statement of Changes in Net Position (St of CNP), St of BR, and footnotes (**for each component**) for Other Assets, Non-entity Assets, Other Liabilities, and Liabilities Not Covered by Budgetary Resources. Ensure that all significant fluctuations are explained. Due to audit requirements, explanations must be provided for all lines that meet the threshold. This will prevent rework and follow-up with the bureaus for additional fluctuation explanations. Be advised: OFM reserves the option to request additional explanations from bureaus, even if the line did not meet the bureau threshold requirement, to meet reporting and auditing requirements. N/A for Q1.	

Certification Section

Reporting Entity:	
Financial Manager Signature:	