**Department of Commerce FYs 2021/2022 Financial Statements Guidance**

**Management Representation Letters, Legal Letters, and Unasserted Claims**

#### I. Purpose

This attachment establishes instructions and guidance to reporting entities (hereinafter referred to as bureaus), regarding written representations that our independent auditors obtain from management as part of the bureau’s financial statements audit, which is performed in accordance with U.S. Generally Accepted Government Auditing Standards (GAGAS) and *OMB Bulletin No. 19-03, Audit Requirements for Federal Financial Statements (August 2019).*

#### II. Management Representation Letters

The OMB Bulletin 19-03, *Section 8* requires that the auditor obtain written representation from management as part of the audit engagement. The American Institute of Certified Public Accountants AU-CSection 580*,* of the *Codification of Statements on Auditing Standards* indicates that the management letter is necessary to: (1) confirm representations explicitly or implicitly given to the auditor, (2) indicate and document the continuing appropriateness of such representations, and (3) reduce the possibility of misunderstanding concerning the matters that are the subject of the representations. In addition to the standard representations included in AU § 580, OMB Bulletin 19-03 requires additional representations that are unique to the Federal Government.

The auditor obtains written representations from management to complement other auditing procedures.

Members of management, who are responsible for and have knowledge of, directly or through others, the matters in the letter, should sign the representation letter. The letter should be dated as of the end of fieldwork. If there is significant delay between the end of audit fieldwork and the issuance of the report, an update may be required. All bureaus are required to submit a management representation letter to the Deputy Chief Financial Officer by the established deadline. The Office of Financial Management (OFM) will rely on the respective bureau representation letters to prepare the consolidated management representation letter for the Department of Commerce’s (Department’s) financial statement audit. **Exhibit 1** of this Attachment is the form that must be used for your bureau’s Management Representation Letter (based on FY 2020 audit). Some representations may vary for each bureau; therefore, if the representation is not applicable to your specific Bureau please denote with *N/A*.

What Should Be Included in the Management Representation Letter for Unasserted Claims?

Statement of Auditing Standards (SAS) No. 85, *Management Representations,* supersedes and deletes SAS No. 19*, Client Representations,*and its interpretation No.2, *Management Representation When Current Management Was Not Present During the Period Under Audit*. SAS No. 85 requires a statement from management that it has disclosed all material unasserted claims which your legal counsel has advised are probable of assertion and must be disclosed in accordance with Statement of Federal Financial Accounting Standards (SFFAS) No. 5, *Accounting for Liabilities of the Federal Government*, as amended by SFFAS No. 12, *Recognition of Contingent Liabilities Arising From Litigation*. It is management's responsibility to bring unasserted claims to the attention of legal counsel. For unasserted claims listed on the management representation letter, management should report the likelihood of the outcome with either an estimate of the amount of the loss or a statement that an estimate cannot be determined.

Your administrative, finance, and program management officials should be working with the appropriate counsel on possible claims as they arise during the year. However, management has the final responsibility to determine and present unasserted claims in its representation letter. If there are no items to report, your letter should clearly state this.

What Should Be Included in the Management Representation Letter Regarding the Uncorrected Financial Statement Misstatements?

As required by SAS No. 89, *Audit Adjustments*, the management letter should include a representation regarding the materiality of uncorrected financial statement misstatements aggregated by the auditor(s). If there are no uncorrected misstatements, your letter should report that information.

#### III. Legal Representation Letters

The Department is responsible for issuing three separate inquiry letters to ensure that all information on legal claims or contingencies against the Department is received, recorded, and disclosed for the consolidated financial statements. The letters are issued to the Department’s Office of General Counsel (OGC), the Department’s Office of Civil Rights (OCR), and the U.S. Patent and Trademark Office (USPTO). The requested information is limited to claims or contingencies that exceed the Department’s materiality threshold as determined during the audit.

In addition to OGC and OCR, the Department issues a separate letter directly to USPTO because their Solicitor’s Office and Office of Equal Employment Opportunity and Diversity (part of the Civil Rights Office) administer all cases separately from the Department. As always, bureau management should be in contact with their internal and/or Departmental OGC on legal issues as they arise.

This request for Department-level contingency information is a requirement of Office of Management and Budget (OMB) Bulletin No. 19-03, *Audit Requirements for Federal Financial Statements*. The timing of legal letter requests, responses, and related management’s schedules shall be coordinated between OGC, Department management, and the bureau. Unless the Department has internal due dates all due dates shall be in accordance with the due dates established in the OMB Circular No. A-136, Section V.

For the first, second, and third quarters, OGC, OCR, and USPTO are required to submit an update to the prior year-end response, eight days (adjusted for weekends) after each quarter end. The updated responses need to only include new information and/or changes from the prior response.

#### IV. Unasserted Claims

An unasserted claim is any claim, that management may be aware of, but that has not been formalized with the OGC, OCR or USPTO.

Each quarter, bureaus will canvas their components for all unasserted claims from the beginning of the fiscal year through the quarter-ended date. The dates bureaus should use to canvas their components are listed in Attachment I of this Guidance.

Each quarter, the Department will send to the bureaus an inquiry via e-mail, regarding unasserted claims regardless of threshold. The due dates for the responses from bureau management are listed in Attachment I of this Guidance. If the bureau has no unasserted claims, it should provide a negative response.

#### V. Due Dates for Submissions

See FY 2021/2022 Financial Statements Guidance Attachment I, *Due Date Calendar,* for due dates.

OFM will monitor bureaus’ submissions against the due dates. A deadline may be considered not met if the data is incomplete or inaccurate.

#### VI. OFM Contact

Questions related to Attachment F can be directed to:

Glenys Vasquez-Banchon – OFM Kristin Salzer - OFM

Tel: (202) 482-5340 and Tel: (202) 482-2715

Fax: (202) 482-1992 Fax: (202) 482-1992

Email: gvasquez-banchon@doc.gov E-mail:

KSalzer@doc.gov

#### VII. Exhibit 1

<Client Letterhead and Date Stamp>

<Date>

Stephen Kunze

Deputy Chief Financial Officer

 and Director of Financial Management

Department of Commerce

1401 Constitution Avenue, N.W. (Room D203)

Washington, D.C. 20230

Dear Mr. Kunze:

[Bureau] are providing this letter in connection with your audits of the financial statements of U.S. Department of Commerce (DOC), which comprise the consolidated balance sheets as of September 30, 2021 and 2020, the related consolidated statements of net cost and changes in net position and combined statements of budgetary resources for the years then ended, and the related notes to the financial statements, (hereinafter referred to as “consolidated financial statements”) for the purpose of expressing an opinion as to whether these consolidated financial statements present fairly, in all material respects, the financial position, net costs, changes in net position, and budgetary resources of DOC in accordance with U.S. generally accepted accounting principles.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

Except where otherwise stated below, immaterial matters less than $5 million independently or collectively are not considered to be exceptions that require disclosure for the purpose of the following representations. This amount is not necessarily indicative of amounts that would require adjustment to or disclosure in the consolidated financial statements.

[Bureau] confirms that, to the best of our knowledge as of November XX 2021 the following representations made to you during your audits:

1. [Bureau] have fulfilled our responsibilities, as set out in terms of the audit engagement letter dated XXXXXX XX, 2021 (draft, still in negotiation), for the preparation and fair presentation of the consolidated financial statements in accordance with U.S. generally accepted accounting principles.
2. [Bureau] acknowledge our responsibility for RSI in accordance with the applicable criteria and/or prescribed guidelines established in the U.S. generally accepted accounting principles:
	1. The RSI is measured and presented in accordance with prescribed guidelines in the U.S. generally accepted accounting principles and is consistent with the consolidated financial statements and contain no material misstatement of fact.
	2. The methods of measurement or presentation of the RSI have not changed from those used in the prior period.
	3. The significant assumptions or interpretations underlying the measurement or presentation of the RSI are reasonable and appropriate in the circumstances.
3. [Bureau] have made available to you:
	1. All records, documentation, and information that is relevant to the preparation and fair presentation of the consolidated financial statements;
	2. Additional information that you have requested from us for the purpose of the audits;
	3. Unrestricted access to and full cooperation of personnel within the entity from whom you determined it necessary to obtain audit evidence;
	4. Where applicable, all minutes of the meetings of the CFO Council and committees of the CFO Council(or other similar bodies charged with governance) or summaries of actions of recent meetings for which minutes have not yet been prepared in which case all significant CFO Council actions are included in the summaries; and
	5. All reports from our service organizations.
		1. Service organizations and subservice organizations, if any that we use have not reported to us, nor are we otherwise aware of, any (1) fraud; (2) noncompliance with applicable laws, regulations, contracts, or grant agreements; or (3) uncorrected misstatements affecting the financial statements that are attributable to such service or subservice organizations.
		2. Service organizations and subservice organizations, that we use have not reported to us, nor are we otherwise aware of, any changes in the design, implementation, or operating effectiveness of internal controls at the service organizations or subservice organizations, subsequent to the effective dates of the service and subservice organizations’ reports provided to you that could (1) affect the risks of material misstatement of the financial statements or (2) result in material misstatements of the financial statements arising from processing errors that would not be prevented, or detected and corrected, on a timely basis.
4. [Bureau] acknowledge our responsibility for the presentation of the Other Information (OI) included in documents containing the consolidated financial statements and auditors’ report, and for ensuring the consistency of such information with the consolidated financial statements, and RSI.
	1. The OI included in the document containing the consolidated financial statements and auditors’ report is consistent with the consolidated financial statements and RSI and contains no material misstatement of fact.
	2. The methods of measurement or presentation of the OI have not changed from those used in the prior period or, if the methods of measurement or presentation have changed, the reasons for such changes.
	3. There are no significant assumptions or interpretations underlying the measurement or presentation of the OI that have not been disclosed to you.
5. Except as disclosed to you in writing, there have been no:
	1. Circumstances that have resulted in communications from DOC’s legal counsel reporting evidence of a material violation of law or breach of fiduciary duty, or similar violations by DOC or any agent thereof.
	2. Communications from regulatory/oversight agencies (such as U.S Office of Management and Budget (OMB) and U.S Government Accountability Office (GAO)), other governmental entities or agencies (such as the U.S. Department of Treasury), governmental representatives, employees, or others concerning investigations or allegations of noncompliance with laws or regulations, deficiencies in financial reporting practices, or other matters that could have a material adverse effect on the consolidated financial statements and RSI.
6. There are no:
	1. Violations or possible violations of laws, regulations, or provisions of contracts and grant agreements, whose effects should be considered for disclosure in the consolidated financial statements or as a basis for recording a loss contingency.
	2. Known violations of the Anti-deficiency Act.
	3. Unasserted claims or assessments that our General Counsel or the U.S. Department of Justice General Counsel has advised us are probable of assertion and must be disclosed in accordance with the SFFAS No. 5, *Accounting for Liabilities of the Federal Government*, as amended.
	4. Other liabilities or gain or loss contingencies that have not been accrued or disclosed that are required to be accrued or disclosed by the SFFAS No. 5, as amended.
	5. Material transactions (for example, obligations or commitments) that have not been properly recorded in the accounting records underlying the consolidated financial statements and RSI.
	6. Side agreements or other arrangements (either written or oral) that have not been disclosed to you.
	7. Events that have occurred subsequent to September 30, 2021 and through the date of this letter, that would require adjustments to or disclosure in the consolidated financial statements and RSI.
7. We have disclosed to you all known violations of the Anti-deficiency Act that are currently being reviewed by DOC and DOC Office of General Counsel.
	1. National Oceanic and Atmospheric Administration (NOAA) – 1) relating to the potential incorrect use of budgetary funding sources to support its programs, 2) relating to potential obligations in advance or in excess of an apportionment from OMB, and 3) relating to not recovering full costs on a reimbursable agreement project;
	2. Department level – relating to entering into agreements or contracts containing open-ended indemnification clauses;
	3. National Technical Information Service (NTIS) – 1) relating to potential obligation in excess of the quarterly apportionment from OMB, and 2) relating to entering into agreements or contracts containing open-ended indemnification clauses;
	4. National Telecommunications and Information Administration (NTIA) – relating to work performed without compensation through appointment as an intermittent expert after retiring from employment with the bureau;
	5. Census Bureau and the Department – 1) relating to unemployment claims for temporary workers; and 2) relating to the on boarding of a temporary worker; and
	6. International Trade Administration, relating to expenditures on an employee’s office.
8. All known actual or possible litigation and claims have been accounted for and disclosed in accordance with SFFAS No. 5, as amended.
9. [Bureau] believe the effects of uncorrected financial statement misstatements summarized in the accompanying schedule are immaterial, both individually and in the aggregate, to the consolidated financial statements taken as a whole.
10. [Bureau] acknowledge our responsibility for the design, implementation, and maintenance of programs and controls to prevent and detect fraud; for adopting sound accounting policies; and for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of the consolidated financial statements and to provide reasonable assurance against the possibility of misstatements that are material to the consolidated financial statements whether due to error or fraud. [Bureau] understand that the term "fraud" includes misstatements arising from fraudulent financial reporting and misstatements arising from misappropriation of assets.

Misstatements arising from fraudulent financial reporting are intentional misstatements, or omissions of amounts or disclosures in financial statements to deceive financial statement users. Misstatements arising from misappropriation of assets involve the theft of an entity’s assets where the effect of the theft causes the financial statements not to be presented in conformity with U.S. generally accepted accounting principles.

1. [Bureau] have disclosed to you all deficiencies in the design or operation of internal control over financial reporting of which [Bureau] are aware, which could adversely affect DOC’s ability to initiate, authorize, record, process, or report financial data. [Bureau] have separately disclosed to you all such deficiencies that [Bureau] believe to be significant deficiencies or material weaknesses in internal control over financial reporting, as those terms are defined in AU-C Section 265, *Communicating Internal Control Related Matters Identified in an Audit*, as amended by SAS 135 (May 2019).
2. [Bureau] have disclosed to you the results of our assessment of the risk that the consolidated financial statements may be materially misstated as a result of fraud.
3. [Bureau] have no knowledge of any fraud or suspected fraud affecting the entity’s consolidated financial statements and RSI involving:
	1. Management
	2. Employees who have significant roles in internal control over financial reporting, or
	3. Others where the fraud could have a material effect on the consolidated financial statements and RSI.
4. [Bureau] have no knowledge of any allegations of fraud or suspected fraud affecting the entity’s consolidated financial statements and RSI received in communications from employees, former employees, regulators, or others.
5. [Bureau] have no plans or intentions that may materially affect the carrying value or classification of assets and liabilities.
6. [Bureau] have no knowledge of any officer (or member of governing body) of DOC, or any other person acting under the direction thereof, having taken any action to fraudulently influence, coerce, manipulate or mislead you during your audit.
7. The following have been properly recorded or disclosed in the consolidated financial statements:
	1. Related party transactions, of which we are aware, including sales, purchases, loans, transfers, leasing arrangements, guarantees, and amounts receivable from or payable to related parties.
	2. Changes in accounting principle affecting consistency.
8. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
9. We have satisfactory title to all owned assets, including property, plant, and equipment classified as heritage assets and stewardship land, and there are no liens or encumbrances on such assets nor have any assets been pledged as collateral.
10. We have disclosed to you all known actual or possible litigation, claims, and assessments, including those related to treaties and other international agreements, whose effects should be considered when preparing the financial statements.
11. The effects of all known actual or possible litigation, claims, and assessments, including those related to treaties and other international agreements, have been accounted for and disclosed in the financial statements in accordance with U.S. generally accepted accounting principles.
12. [Bureau] are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to DOC. [Bureau] have identified and disclosed to you all laws, regulations, and provisions of contracts and grant agreements that have a direct and material effect on the determination of financial statement amounts.
13. [Bureau] has complied with all aspects of laws, regulations, and provisions of contracts and grant agreements that may affect the consolidated financial statements in the event of noncompliance.
14. In accordance with *Government Auditing Standards*, [Bureau] have identified to you all previous audits, attestation engagements, and other studies that relate to the objectives of this audit, including whether related recommendations have been implemented.
15. [Bureau] have properly identified its reporting entity as defined the Statement of Federal Financial Accounting Standards 47: Reporting Entity.
16. Intra-entity transactions and balances have been appropriately identified and eliminated for financial reporting purposes, unless otherwise noted. Intra-governmental transactions and activities have been appropriately identified, recorded, and disclosed in the financial statements. [Bureau] have accounted for and reconciled DOC’s intra-governmental transactions and balances in accordance with the applicable business rules and guidance related to the accounting and reporting of Federal intra-governmental transactions issued by the U.S. Department of the Treasury (Treasury). Also, [Bureau] reconciled with our trading partners, as required by OMB Circular No. A-136.
17. We have properly identified all "allocation transfers" (also referred to as "transfer appropriation accounts"). [Bureau] have eliminated all "child accounts." [Bureau] have properly recorded, reported, and disclosed all "parent accounts." [Bureau] have applied the definitions of "allocation transfers," "transfer appropriation accounts," "child accounts," and "parent accounts" in accordance with OMB Circular No. A-136.
18. We have identified and properly accounted for all non-exchange transactions.
19. Fund balance with Treasury and investment securities are properly classified and reported.
20. Receivables reported in the consolidated financial statements represent valid claims against debtors for sales or other charges arising on or before the balance-sheet date and have been appropriately reduced to their estimated net realizable value.
21. Inventories and operating materials are stated at historical cost in accordance with SFFAS No. 3, *Accounting for Inventory and Related Property*, as amended, except where valuation at net realizable value is authorized by the Standard, as in the case of excess, obsolete, or unserviceable items that [Bureau] have determined have permanently declined in value below cost or are damaged. Physical counts and measurements of inventories and operating materials were made, and records were appropriately adjusted to reflect the physical inventories.
22. We have properly accounted for all property, plant, and equipment sold, destroyed, abandoned, permanently impaired, or considered to be obsolete and have no further use as required by SFFAS No. 6, *Accounting for Property, Plant, and Equipment*, as amended, and SFFAS No. 44, *Accounting for Impairments of General Property, Plant, and Equipment Remaining in Use*.
23. All property, plant, and equipment are properly categorized as either work-in-progress or completed projects as required in our policy. Further, all capitalized property, plant, and equipment, except work-in process and land, are depreciated.
24. We have properly accounted for all internal use software that is used to operate programs and produce goods and services, as required, by SFFAS No. 10, *Accounting for Internal Use Software*, as amended. Capitalized internal use software costs are limited to those costs incurred after the completion of conceptual formulation, design, and testing of possible software project alternatives. DOC has capitalized labor costs for employees that worked on software development projects for a substantial portion of time.
25. Heritage assets and stewardship land are categorized based on DOC’s mission, types of heritage assets and stewardship land, and how DOC manages such assets and land in accordance with SFFAS No. 29, *Heritage Assets and Stewardship Land*, as amended. Physical counts of heritage assets and stewardship land were made, and are properly disclosed in the consolidated financial statements based on the physical counts.
26. We have performed the necessary procedural requirements to develop and support the deferred maintenance and repairs estimate reported in RSI required by SFFAS No. 42, *Deferred Maintenance and Repairs*. All estimates developed for purposes of reporting DOC’s deferred maintenance and repairs levels were developed in accordance with DOC’s internal guidance.  These estimates are properly documented and readily verifiable.
27. Provisions, when material, have been made to account for pre-credit reform assets and liabilities based upon their net realizable value, and to account for post-credit reform assets and liabilities based upon their present value in accordance with SFFAS No. 2, *Accounting for Direct Loans and Loan Guarantees*, as amended.
28. We believe the current year subsidy and annual re-estimate models used in calculating post-1991 (credit reform) amounts for direct loan and loan guarantee programs:
	1. Employ a reasonable model structure that is mathematically accurate, by cohort;
	2. Calculate cash flows in a reasonable and logical manner; and
	3. Utilize reasonable cash flow assumptions that are based on historical experience.
29. We submitted the fiscal year 2021 re-estimates of its credit reform programs, based on the fiscal year 2021 models supporting its consolidated financial statements.
30. [Bureau] believe that the actuarial assumptions and methods used to measure actuarial liabilities relating to the Federal Employee Compensation Act (FECA) and the NOAA Corps benefit plans and costs for financial accounting and disclosure purposes are appropriate in the circumstances.
31. [Bureau] agree with the findings of specialists in evaluating the environmental liabilities of NOAA and the National Institute of Standards and Technology and the actuarial liabilities relating to FECA and NOAA Corps benefit plans and have adequately considered the qualifications of the specialist in determining the amounts and disclosures used in the consolidated financial statements and underlying accounting records. [Bureau] did not give or cause any instructions to be given to specialists with respect to the values or amounts derived in an attempt to bias their work, and [Bureau] are not otherwise aware of any matters that have had an impact on the independence or objectivity of the specialists.
32. [Bureau] have provided background and detailed cost information for all environmental liabilities identified to date, as well as information regarding pending, threatened, or unasserted claims related to the environmental project sites identified. Provision has been made for any material loss that is probable from environmental remediation liabilities associated with entity-owned properties. [Bureau] believe that such estimate is reasonable based on available information and that the liabilities, related loss contingencies, and the expected outcome of uncertainties have been adequately disclosed in the consolidated financial statements and related notes in accordance with U.S. generally accepted accounting principles. [Bureau] have made a reasonable effort to identify the presence or likely presence of potential environmental contaminations.
33. Net position components (unexpended appropriations and cumulative results of operations) are properly classified.
34. During the fiscal years ended September 30, 2021 and 2020, DOC did not exceed its Congressionally-approved budgetary authorities.
35. Costs have been recorded in accordance with the SFFAS No. 4, *Managerial Cost Accounting Standards and Concepts*, as amended. Indirect costs were allocated to responsibility segments and programs in an equitable manner.
36. We have accounted for and recognized imputed inter-departmental costs and imputed intra-departmental costs in accordance with the full cost provisions of SFFAS No. 4, *Managerial Cost Accounting Standards and Concepts*, as amended. Imputed intra-departmental costs and related imputed financing sources have been appropriately identified and eliminated for consolidated financial reporting purposes.
37. We have disclosed in the consolidated financial statements all material dedicated collections as defined by SFFAS 43, Funds from Dedicated Collections: Amending Statement of Federal Financial Accounting Standards 27, Identifying and Reporting Earmarked Funds, and all other material restricted funds.

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1. All sales transactions entered into by DOC are final and there are no side agreements with customers, or other terms in effect, which allow for the return of merchandise, except for defectiveness or other conditions covered by usual and customary warranties.
2. The information presented on DOC’s Statement of Budgetary Resources has been reconciled to the information submitted on DOC’s final *Reports on Budget Execution and Budgetary Resources* (SF-133) which will be used as input for the fiscal year 2021 actual column of the Program and Financing Schedules reported in the fiscal year 2022 *Budget of the United States Government*. Such information is supported by the financial records and related data.
3. All undelivered order balances represent valid obligations of DOC and are based on valid contracts or agreements for which goods/services have not yet been received.
4. We have reconciled net cost to budgetary obligations and disclosed such information in accordance with SFFAS No. 7, *Accounting for Revenue and Other Financing Sources and Concepts for Reconciling Budgetary and Financial Accounting*, as amended.
5. Pursuant to the *Federal Managers’ Financial Integrity Act*, DOC has assessed the effectiveness of DOC’s internal control in achieving the following objectives:
	1. Reliability of financial reporting - transactions are properly recorded, processed, and summarized to permit the preparation of consolidated financial statements, RSI, and MD&A, in accordance with U.S. generally accepted accounting principles, and assets are safeguarded against loss from unauthorized acquisition, use, or disposition; and
	2. Compliance with applicable laws and regulations - transactions are executed in accordance with provisions of applicable laws including those governing the use of budget authority; regulations; contracts; and grant agreements noncompliance with which could have a material effect on the financial statements.
6. [Bureau] have assessed DOC’s financial management systems to determine whether they comply substantially with Federal financial management systems requirements, applicable Federal accounting standards, and the U.S. Government Standard General Ledger at the transaction level.  Our assessment was based on guidance issued by OMB.
7. Our financial management systems complied substantially with Federal financial management systems requirements, applicable Federal accounting standards, and the U.S. Government Standard General Ledger at the transaction level as of September 30, 2021.
8. [Bureau] have disclosed to you all accounting policies and practices [Bureau] have adopted that, if applied to significant items or transactions, would not be in accordance with U.S. generally accepted accounting principles. [Bureau] have evaluated the impact of the application of each such policy and practice, both individually and in the aggregate, on DOC’s current period consolidated financial statements and our assessment of internal control over financial reporting, and the expected impact of each such policy and practice on future periods’ financial reporting. [Bureau] believe the effect of these policies and practices on the consolidated financial statements and our assessment of internal control over financial reporting are not material. Furthermore, [Bureau] do not believe the impact of the application of these policies and practices will be material to the consolidated financial statements in future periods.
9. We have properly accounted for, identified, eliminated for financial reporting purposes, and disclosed all fiduciary activity in accordance with SFFAS No. 31, *Accounting for Fiduciary Activities*.
10. There are no representations provided in connection with your audit of our consolidated financial statements as of September 30, 2021 and for the year then ended that requires modification.
11. We track the period of availability of appropriations advanced from Federal agencies, and all related invoices submitted to Federal agencies were billed against legally available funds.
12. There have been no changes to internal control over financial reporting subsequent to September 30, 2021, or other factors that might significantly affect the effectiveness of internal control over financial reporting.

Further, [Bureau]confirm that [Bureau]are responsible for the fair presentation in the consolidated balance sheets, net costs, changes in net position, and budgetary resources in accordance with U.S. generally accepted accounting principles.

Very truly yours,

[Bureau]

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[Bureau] *Chief Financial Officer and*

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[Bureau Administrator]