



United States Government Accountability Office
Washington, D.C. 20548

June 23, 2005

Mr. Sid L. Kaplan
Acting Assistant Secretary and Chief Financial Officer
Department of State

The Honorable Howard J. Krongard
Inspector General
Department of State

Subject: *Financial Audit: The Department of State's Fiscal Year 2004
Management Representation Letter on Its Financial Statements*

As you know, the Secretary of the Treasury, in coordination with the Director of the Office of Management and Budget (OMB), is required to annually prepare and submit audited financial statements of the U.S. government to the President and the Congress. We are required to audit these consolidated financial statements (CFS) and report on the results of our work.¹ In connection with fulfilling our requirement to audit the fiscal year 2004 CFS, we evaluated the Department of the Treasury's (Treasury) financial reporting procedures and related internal control over the process for compiling the CFS, including the management representation letter provided us by Treasury and OMB. Written representation letters from management, required by U.S. generally accepted government auditing standards, ordinarily confirm oral representations given to the auditor, indicate and document the continuing appropriateness of those representations, and reduce the possibility of a misunderstanding between management and the auditor.

In our report, which is included in the fiscal year 2004 *Financial Report of the United States Government*,² we reported a limitation on the scope of our work due to identified concerns with the adequacy of certain federal agencies' management representations on which Treasury and OMB

¹The Government Management Reform Act of 1994 has required such reporting, covering the executive branch of government, beginning with financial statements prepared for fiscal year 1997. 31 U.S.C. § 331 (e). The federal government has elected to include certain financial information on the legislative and judicial branches in the CFS as well.

²The fiscal year 2004 *Financial Report of the United States Government* was completed by the Department of the Treasury on December 15, 2004, and is available through both GAO's Web site at www.gao.gov and Treasury's Web site at www.fms.treas.gov/fr/index.html.

depend to provide their representations to us regarding the CFS. Specifically, Treasury and OMB stated that their representation letter to us on the CFS was based primarily on the individual federal agency representation letters. Consequently, our audit considered the content of the individual federal agency letters, and the incompleteness of certain of these letters impaired our ability to obtain sufficient evidence in support of our audit of the CFS. This limitation contributed to our disclaimer of opinion on the CFS. We performed sufficient audit work to provide the disclaimer of opinion and issued our audit report, dated December 6, 2004, in accordance with U.S. generally accepted government auditing standards.

As part of our audit of the fiscal year 2004 CFS, we received and reviewed selected federal agencies' management representation letters to assess their adequacy in support of our audit of the CFS. As the federal government gets closer to an opinion on its financial statements, it becomes more important that the federal agencies' management representation letters be complete and reliably prepared.

The purpose of this report is to communicate our observations on the Department of State's (DOS) fiscal year 2004 management representation letter. Our objective is to help ensure that future management representation letters submitted by DOS are sufficient to help support Treasury and OMB's preparation of the CFS management representation letter and our ability to rely on the representations in that letter in combination with individual federal agency representation letters. We reviewed five key areas in each management representation letter: (1) signatures, (2) materiality thresholds, (3) representations, (4) summary of unadjusted misstatements, and (5) reliability of representations. In reviewing the management representation letters, we applied the American Institute of Certified Public Accountants' (AICPA) *Codification of Auditing Standards*, AU Section 333, *Management Representations*; OMB Bulletin 01-02, *Audit Requirements for Federal Financial Statements*; and the GAO/President's Council on Integrity and Efficiency (PCIE) *Financial Audit Manual* (FAM) section 1001, entitled "Management Representations."³

³GAO, *GAO/PCIE: Financial Audit Manual: Update*, [GAO-04-1015G](#) (Washington, D.C.: July 30, 2004), an update to *Financial Audit Manual: Volumes 1 and 2*, [GAO-01-765G](#) (Washington, D.C.: Aug. 1, 2001).

Results in Brief

DOS's fiscal year 2004 management representation letter did not provide all the information necessary to support Treasury and OMB's preparation of the CFS management representation letter. This in turn impacted our ability to rely on the representations in the CFS management representation letter in combination with individual federal agency representation letters.

We identified some needed improvements in three of the five key areas we reviewed. First, DOS did not provide the materiality thresholds used to determine, for representation purposes, any matters that were individually or collectively material to its financial statements. Such individual federal agency thresholds are considered by Treasury and OMB in providing a materiality threshold for the CFS representation letter. Second, the letter included 24 of the 29 representations⁴ from the FAM that were applicable to DOS. For the other 5 representations, 3 were not fully included and 2 were not provided at all. Finally, DOS did not include a complete summary of unadjusted misstatements with its management representation letter, and also did not provide a description of the misstatements and distinguish between misstatements affecting intragovernmental accounts and misstatements affecting accounts with the public.

We believe that these matters can be easily addressed. We are making three recommendations to DOS's Acting Chief Financial Officer targeted to specific changes needed. Also, we are recommending that the DOS Inspector General, with the contracted independent public accountant, work with the department to help ensure that future management representation letters meet the key conditions noted as needing improvements in this report.

In commenting on a draft of this report, DOS's Acting Chief Financial Officer stated that his office will work to address the issues related to representations and the summary of unadjusted misstatements, but did not commit to providing materiality thresholds in DOS's fiscal year 2005

⁴The FAM lists 27 representations that are ordinarily included, if applicable, in the management representation letter that an agency provides to the auditor. For 4 of the representations, the agency is required to address three separate components. As such, each agency is ordinarily expected to make a total of 35 representations. Six of the 35 representations are not applicable unless the agency received an opinion on its internal control. Since DOS did not receive an opinion on its internal control for fiscal year 2004, only 29 of the 35 representations were applicable to DOS's fiscal year 2004 management representation letter.

management representation letter because of the effort involved. We are unclear as to how providing materiality thresholds would entail additional work when these amounts are needed by the auditor for its opinion on DOS's departmentwide financial statements. In addition, in order for Treasury and OMB to represent that all matters material to the CFS were properly considered and included in the overall management representation letter for the CFS, Treasury and OMB need to receive materiality thresholds from certain federal agencies, including DOS. The Acting Chief Financial Officer's response also stated that the Office of the Inspector General has agreed to work with the department to help ensure that future letters include all applicable representations and provide a complete summary of unadjusted misstatements.

Background

In conducting agency financial statement audits, U.S. generally accepted government auditing standards incorporate financial auditing fieldwork and reporting standards issued by the AICPA. Such auditing standards (AU Section 333) require auditors to obtain certain representations from agency management. These representations are part of the evidential matter to be considered by the auditor in its audit of the agency's financial statements. The representations obtained will depend on the circumstances of the engagement and the nature and basis of presentation of the financial statements. AU Section 333 discusses specific representations that should be obtained from management, including a requirement to attach a schedule of unadjusted financial statement misstatements for entities with uncorrected misstatements.

In addition, OMB Bulletin 01-02 and FAM section 1001 contain guidance on preparing federal agencies' management representation letters. According to the FAM, in addition to the representations included in AU Section 333, the auditor generally should consider the need to obtain representations on other matters based on the circumstances of the audited entity. FAM section 1001A lists 35 specific representations ordinarily included in the management representation letter and also includes a requirement to attach a schedule of unadjusted financial statement misstatements for entities with uncorrected misstatements. (See enc. I for these representations.) Representations listed in FAM section 1001A should be customized to the situation of the entity being audited or excluded if inapplicable. We perform our audit of the CFS in accordance with the FAM and related auditing standards.

Treasury and OMB are to receive management representation letters from certain federal agencies. This is important because U.S. generally accepted government auditing standards require that Treasury and OMB provide us, as principal auditor of the CFS, a management representation letter, and their letter depends on the information in such agencies' management representation letters. In their representation letter to us for the audit of the fiscal year 2004 CFS, Treasury and OMB stated that their representations are based primarily on the representations of those agencies covered by the Chief Financial Officers (CFO) Act and other selected agencies that were made in connection with the preparation of these entities' respective financial statements and provided to OMB and Treasury. For this reason, it is important that all federal agency representation letters be complete and reliable.

Objectives, Scope, and Methodology

In connection with our audit of the fiscal year 2004 CFS, we evaluated Treasury's financial reporting procedures and related internal control, including the CFS management representation letter. For the fiscal year 2004 CFS, 33 of the 35 "verifying agencies" submitted audited financial statements along with their management representation letters to Treasury.⁵ In our review of these 33 management representation letters, our overall objective was to assess their adequacy as it relates to our audit of the CFS. Specifically, we reviewed each agency management representation letter to determine whether the following five key conditions were met:

- the management representation letter was signed by appropriate agency officials;
- the management representation letter included designation as to the amounts above which matters were considered material (materiality thresholds);

⁵See *Treasury Financial Manual*, vol. I, part 2, ch. 4700, for a list of the 35 agencies. These agencies, for fiscal year 2004, consisted of 23 CFO Act agencies and 12 material other agencies. The 33 agencies we reviewed did not include the U.S. Securities and Exchange Commission and the Smithsonian Institution because these audits were not complete before the fiscal year 2004 *Financial Report of the United States Government* was issued. The Department of Homeland Security (DHS) Financial Accountability Act, Pub. L. No. 108-330, 118 Stat. 1275 (Oct. 16, 2004), added DHS to the list of CFO Act agencies, increasing the number of CFO Act agencies again to 24 for fiscal year 2005.

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- the management representation letter included applicable representations from the FAM;
 - the management representation letter included a properly prepared summary of unadjusted misstatements for agencies with uncorrected misstatements; and
 - the representations in the management representation letter were reliable based on a review of findings in the auditor's report.

This report is based on the audit work we performed for the audit of the fiscal year 2004 CFS, which was performed in accordance with U.S. generally accepted government auditing standards.

We requested comments on a draft of this report from DOS's Chief Financial Officer and Inspector General or their designees. Written comments from DOS's Acting Chief Financial Officer are reprinted in enclosure II and are also discussed in the Agency Comments and Our Evaluation section. The Acting Chief Financial Officer's response referred to cooperative efforts with DOS's Office of Inspector General.

Identified Issues with DOS's Fiscal Year 2004 Management Representation Letter

With respect to DOS's fiscal year 2004 management representation letter, we identified the following three areas that need some improvement: (1) providing the materiality thresholds used, (2) providing or fully including applicable representations from the FAM, and (3) including a complete summary of unadjusted misstatements. Details regarding these issues are as follows.

Providing the Materiality Thresholds Used

Management representations may be limited to matters that are considered individually or collectively material to the entity's financial statements, provided that management and the auditor have reached an understanding on the materiality thresholds to be used. Likewise, in preparing the overall management representation letter for the CFS, which is provided to us, Treasury and OMB limit the letter's representations to matters that are considered to be material. While an understanding between management and the auditor of materiality thresholds used is not explicitly required by auditing standards to be included in the management representation letter, Treasury and OMB use agency thresholds in providing a materiality threshold for the governmentwide management representation letter.

For fiscal year 2004, because the materiality thresholds used were not included in DOS's and a number of other federal agencies' management representation letters, or otherwise provided to Treasury and OMB, Treasury and OMB's ability to represent that all matters material to the CFS were properly considered and included in the overall management representation letter for the CFS was impaired.

Providing or Fully Including Applicable Representations from the FAM

Written representations from management ordinarily confirm oral representations made to the auditor during the audit, document the continuing appropriateness of those representations, and reduce the possibility of a misunderstanding. To meet auditing standards and OMB requirements, federal agencies' management and auditors need to ensure that management representation letters are complete and accurate.

We found that DOS's fiscal year 2004 management representation letter included 24 of the 29 representations from the FAM that were applicable to DOS. Of the 5 other representations, 3 were not fully included and 2 were not provided at all. For the 3 incomplete representations, the DOS management representation letter included the following representation intended to cover the fraud and suspected fraud representations called for by FAM 16a, 16b, and 16c. (See enc. I for these representations.)

"There has been no material fraud (intentional misstatements or omissions of amounts or disclosures in financial statements and misappropriation of assets that could have a material affect on the Principal Statements or Required Supplementary Stewardship Information) or any fraud involving management or employees who have significant roles in internal control."

While this representation addresses fraud, it should also address suspected fraud as called for by FAM 16a, 16b, and 16c.

In addition, the two representations not provided were as follows.

- FAM #15: We acknowledge our responsibility for the design and implementation of programs and controls to prevent and detect fraud (intentional misstatements or omissions of amounts or disclosures in the financial statements and misappropriation of assets that could have a material effect on the financial statements).
- FAM #17: We have no knowledge of any allegations of fraud or suspected fraud affecting the agency received in communications from employees, former employees, or others.

When agencies do not provide all representations or include incomplete representations in their management representation letters, it impairs our ability to audit the CFS and Treasury and OMB's ability to make these types of representations in the CFS management representation letter.

Including a Complete Summary of Unadjusted Misstatements

U.S. generally accepted government auditing standards require that for each federal agency with uncorrected misstatements, a summary of unadjusted misstatements be attached to the agency's management representation letter. Treasury and OMB use the summaries of unadjusted misstatements to assess the impact of federal agencies' unadjusted misstatements on the CFS and make appropriate management representations to us at the governmentwide level. The summaries are also used by us, as principal auditor of the CFS, to develop an overall governmentwide summary of unadjusted misstatements, which is then attached to the CFS management representation letter prepared by Treasury and OMB.

Also, in a matter related to the compilation process for the CFS, in fiscal year 2004, Treasury required agencies to submit a summary of unadjusted misstatements as part of the closing package using the standardized format provided for in the *Treasury Financial Manual (TFM)*. The TFM, however, required additional details to be added to this summary of unadjusted misstatements than those called for by the FAM. Specifically, agencies were to also (1) include a description of the misstatements and (2) distinguish between misstatements affecting intragovernmental accounts and misstatements affecting accounts with the public. We need this additional information to develop the overall governmentwide summary of unadjusted misstatements. In order to avoid duplication of effort by the agencies in preparing two summaries of unadjusted misstatements, the additional information should also be included in the summary of unadjusted misstatements attached to the management representation letter. As such, we plan to work with PCIE to modify the FAM to call for these two additional disclosures to be included in the summary of unadjusted misstatements attached to the management representation letter.

DOS included a summary of unadjusted misstatements with its management representation letter, but the summary as called for by the FAM was incomplete. Specifically, DOS did not (1) identify the financial statements affected by the misstatements, (2) separately identify the carry-forward effect of the prior year's unadjusted misstatements, and

(3) separate “known” and “likely” misstatements. In addition, DOS did not submit a summary of unadjusted misstatements as part of its closing package to Treasury as required by the TFM. As such, DOS also did not (1) include a description of the misstatements and (2) distinguish between misstatements affecting intragovernmental accounts and misstatements affecting accounts with the public.

Without a complete summary of unadjusted misstatements from each of the verifying agencies with uncorrected misstatements, it is not possible for us, as principal auditor of the CFS, to reasonably determine the audit risk exposure for each of the line items in the CFS or to prepare an adequate summary of unadjusted misstatements at the governmentwide level.

Conclusions

In three of the five key areas we reviewed, DOS’s fiscal year 2004 management representation letter did not provide all the information necessary to support Treasury and OMB’s preparation of the CFS management representation letter and our ability to rely on the representations in that letter in combination with individual federal agency representation letters, including that of DOS. The additional information needed from DOS is straightforward and should be easy to address.

Recommendations for Executive Action

We recommend to DOS’s Acting Chief Financial Officer that in the future the management representation letter

- include materiality thresholds or such thresholds be provided separately to Treasury and OMB;
- fully include all representations from the FAM that are applicable to DOS; and
- include a complete summary of unadjusted misstatements if there are any uncorrected misstatements, that also (1) provides a description of the misstatements and (2) distinguishes between misstatements affecting intragovernmental accounts and misstatements affecting accounts with the public.

We recommend that the DOS Inspector General, with the contracted independent public accountant, work with the department to help ensure

that future management representation letters meet the key conditions noted as needing improvements in this report.

Agency Comments and Our Evaluation

In commenting on a draft of this report, DOS's Acting Chief Financial Officer stated that his office will work to address the issues related to representations and the summary of unadjusted misstatements. He also stated that DOS will consider including materiality thresholds in future periods but does not plan to do so in its 2005 management representation letter because sufficient resources would need to be devoted to developing such disclosures given that materiality has many quantitative and qualitative aspects and his office questions the relative impact that DOS's representations have on the CFS. The Acting Chief Financial Officer's response, which was coordinated with the Office of the Inspector General, also stated that the Office of the Inspector General has agreed to work with the department to help ensure that future letters include all applicable representations and provide a complete summary of unadjusted misstatements.

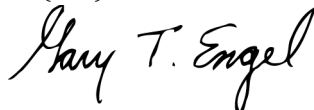
With respect to materiality, U.S. generally accepted government auditing standards state that management representations may be limited to matters that are considered individually or collectively material to the entity's financial statements, provided that management and the auditor have reached an understanding on the materiality thresholds to be used. As a result, the materiality thresholds used for the representations should be known by management and the auditor when the management representation letter is prepared. Further, materiality thresholds are needed by the auditor for its opinion on DOS's departmentwide financial statements. Therefore, DOS should be able to provide the materiality thresholds to Treasury and OMB with no additional work. In addition, as stated in our report, Treasury and OMB use agency materiality thresholds in providing a materiality threshold for the governmentwide management representation letter. In their representation letter to us for the audit of the fiscal year 2004 CFS, Treasury and OMB stated that their representations are based primarily on the representations of those agencies covered by the Chief Financial Officers (CFO) Act, which include DOS, and other selected agencies that were made in connection with the preparation of these entities' respective financial statements and provided to OMB and Treasury. Treasury has defined these agencies as "verifying agencies". Therefore, in order for Treasury and OMB to represent that all matters material to the CFS were properly considered and included in the overall management

representation letter for the CFS, Treasury and OMB need to receive materiality thresholds from all of the verifying agencies.

Within 60 days of the date of this report, we would appreciate receiving a written statement on actions taken to address these recommendations.

We are sending copies of this report to the Chairmen and Ranking Minority Members of the Senate Committee on Homeland Security and Governmental Affairs; the Subcommittee on Federal Financial Management, Government Information, and International Security, Senate Committee on Homeland Security and Governmental Affairs; the House Committee on Government Reform; and the Subcommittee on Government Management, Finance, and Accountability, House Committee on Government Reform. In addition, we are sending copies to the Fiscal Assistant Secretary of the Treasury and the Controller of OMB. Copies will be made available to others upon request. This report is also available at no charge on GAO's Web site at www.gao.gov.

We appreciate the courtesy and cooperation extended to us by your staff throughout our work. We look forward to continuing to work with your offices to help improve financial management in the federal government. If you have any questions about the contents of this report, please contact me at (202) 512-3406.



Gary T. Engel
Director
Financial Management and Assurance

Enclosures – 2

Enclosure I: Representations in FAM 1001A

Guidance contained in FAM 1001 and FAM 1001A deals with the management representations that the auditor should obtain from current management as part of the audit. This guidance also acknowledges that judgment needs to be exercised to obtain representations that depend on the circumstances of the engagement and the nature and basis of presentation of the financial statements. Representations given in FAM section 1001A should be customized to the situation of the entity being audited, and additional representations may need to be obtained.

FAM 1001A lists 27 representations that are ordinarily included, if applicable, in the management representation letter that an agency provides to the auditor. For representations 3, 11, 16, and 18, the agency should address three separate components. As such, each agency is ordinarily expected to make a total of 35 representations. Representations 18, 19, 20, and 21 are not applicable unless the agency received an opinion on its internal control. In addition, representations 22, 23, and 24 address the three requirements of the Federal Financial Management Improvement Act of 1996 and are only applicable to the 24 CFO Act agencies. The 35 representations in FAM 1001A are as follows.

1. We are responsible for the fair presentation of the financial statements and stewardship information in conformity with U.S. generally accepted accounting principles.
2. The financial statements are fairly presented in conformity with U.S. generally accepted accounting principles.
3. We have made available to you all
 - a. financial records and related data;
 - b. where applicable, minutes of meetings of the Board of Directors [or other similar bodies, such as congressional oversight committees] or summaries of actions of recent meetings for which minutes have not been prepared; and
 - c. communications from the Office of Management and Budget (OMB) concerning noncompliance with or deficiencies in financial reporting practices.

4. There are no material transactions that have not been properly recorded in the accounting records underlying the financial statements or disclosed in the notes to the financial statements.
5. We believe that the effects of the uncorrected financial statement misstatements summarized in the accompanying schedule are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. [If management believes that certain of the identified items are not misstatements, management's belief may be acknowledged by adding to the representation, for example, "We believe that items XX and XX do not constitute misstatements because [description of reason]."]
6. The [entity] has satisfactory title to all owned assets, including stewardship property, plant, and equipment; such assets have no liens or encumbrances; and no assets have been pledged.
7. We have no plans or intentions that may materially affect the carrying value or classification of assets and liabilities.
8. Guarantees under which the [entity] is contingently liable have been properly reported or disclosed.
9. Related party transactions and related accounts receivable or payable, including assessments, loans, and guarantees, have been properly recorded and disclosed.
10. All intraentity transactions and balances have been appropriately identified and eliminated for financial reporting purposes, unless otherwise noted. All intragovernmental transactions and balances have been appropriately recorded, reported, and disclosed. We have reconciled intragovernmental transactions and balances with the appropriate trading partners for the four fiduciary transactions identified in Treasury's *Intra-governmental Fiduciary Transactions Accounting Guide*, and other intragovernmental asset, liability, and revenue amounts as required by the applicable OMB Bulletin.

11. There are no
 - a. possible violations of laws or regulations whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency,
 - b. material liabilities or gain or loss contingencies that are required to be accrued or disclosed that have not been accrued or disclosed, or
 - c. unasserted claims or assessments that are probable of assertion and must be disclosed that have not been disclosed.
12. We have complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
13. No material events or transactions have occurred subsequent to September 30, 20X2 [or date of latest audited financial statements], that have not been properly recorded in the financial statements and stewardship information or disclosed in the notes.
14. We are responsible for establishing and maintaining internal control.
15. We acknowledge our responsibility for the design and implementation of programs and controls to prevent and detect fraud (intentional misstatements or omissions of amounts or disclosures in financial statements and misappropriation of assets that could have a material effect on the financial statements).
16. We have no knowledge of any fraud or suspected fraud affecting the [entity] involving:
 - a. management,
 - b. employees who have significant roles in internal control, or
 - c. others where the fraud could have a material effect on the financial statements.

[If there is knowledge of any such instances, they should be described.]

17. We have no knowledge of any allegations of fraud or suspected fraud affecting the [entity] received in communications from employees, former employees, or others. [If there is knowledge of any such allegations, they should be described.]
18. Pursuant to 31 U.S.C. 3512(c), (d) (commonly known as the Federal Managers' Financial Integrity Act), we have assessed the effectiveness of the [entity's] internal control in achieving the following objectives:
- a. reliability of financial reporting—transactions are properly recorded, processed, and summarized to permit the preparation of financial statements and stewardship information in accordance with U.S. generally accepted accounting principles, and assets are safeguarded against loss from unauthorized acquisition, use or disposition;
 - b. compliance with applicable laws and regulations—transactions are executed in accordance with (i) laws governing the use of budget authority and with other laws and regulations that could have a direct and material effect on the financial statements and (ii) any other laws, regulations, and governmentwide policies identified by OMB in its audit guidance; and
 - c. reliability of performance reporting—transactions and other data that support reported performance measures are properly recorded, processed, and summarized to permit the preparation of performance information in accordance with criteria stated by management.

[If the entity bases its internal control assessment on suitable criteria other than 31 U.S.C. 3512(c), (d), this item should cite the criteria used (for example, *Internal Control—Integrated Framework* issued by the Committee of Sponsoring Organizations (COSO) of the Treadway Commission).]

19. Those controls in place on September 30, 20X2 [or date of latest audited financial statements], and during the years ended 20X2 and 20X1, provided reasonable assurance that the foregoing objectives are met. [If there are material weaknesses, the foregoing representation should be modified to read:

Those controls in place on September 30, 20X2, and during the years ended 20X2 and 20X1, provided reasonable assurance that the

foregoing objectives are met except for the effects of the material weaknesses discussed below or in the attachment.

or: Internal controls are not effective.

or: Internal controls do not meet the foregoing objectives.]

20. We have disclosed to you all significant deficiencies in the design or operation of internal control that could adversely affect the entity's ability to meet the internal control objectives and identified those we believe to be material weaknesses.
21. There have been no changes to internal control subsequent to September 30, 20X2 [or date of latest audited financial statements], or other factors that might significantly affect it. [If there were changes, describe them, including any corrective actions taken with regard to any significant deficiencies or material weaknesses.]
22. We are responsible for implementing and maintaining financial management systems that substantially comply with federal financial management systems requirements, federal accounting standards (U.S. generally accepted accounting principles), and the U.S. Government Standard General Ledger at the transaction level.
23. We have assessed the financial management systems to determine whether they substantially comply with these federal financial management systems requirements. Our assessment was based on guidance issued by OMB.
24. The financial management systems substantially complied with federal financial management systems requirements, federal accounting standards, and the U.S. Government Standard General Ledger at the transaction level as of [date of the latest financial statements].

[If the financial management systems substantially comply with only one or two of the above elements, this representation should be modified as follows:

As of [date of financial statements], the [entity's] financial management systems substantially comply with [specify which of the three elements for which there is substantial compliance (e.g., federal accounting standards and the SGL at the transaction level)],

but did not substantially comply with [specify which of the elements for which there was a lack of substantial compliance (e.g., federal financial management systems requirements)], as described below (or in an attachment).]

[If the financial management systems do not substantially comply with any of the three elements, the following paragraph should be used instead:

As of [date of financial statements], the [entity's] financial management systems do not substantially comply with the federal financial management systems requirements.]

[If there is a lack of substantial compliance with one or more of the three requirements, identify herein or in an attachment all the facts pertaining to the noncompliance, including the nature and extent of the noncompliance and the primary reason or cause of the noncompliance.]

25. We are responsible for the [entity's] compliance with applicable laws and regulations.
26. We have identified and disclosed to you all laws and regulations that have a direct and material effect on the determination of financial statement amounts.
27. We have disclosed to you all known instances of noncompliance with laws and regulations.

Enclosure II: Comments From the Department of State



United States Department of State

Assistant Secretary and Chief Financial Officer

Washington, D.C. 20520

Ms. Jacquelyn Williams-Bridgers
Managing Director
International Affairs and Trade
Government Accountability Office
441 G Street, N.W.
Washington, D.C. 20548-0001

JUN 10 2005

Dear Ms. Williams-Bridgers:

We appreciate the opportunity to review your draft report, "Financial Audit: The Department of State's Fiscal Year 2004 Management Representation Letter on Its Financial Statements," GAO Job Code 198371.

The enclosed Department of State comments are provided for incorporation with this letter as an appendix to the final report.

If you have any questions concerning this response, please contact Sheila Conley, Director, Bureau of Resource Management, Office of Financial Reporting, Policy and Analysis at (202) 663-1447.

Sincerely,

A handwritten signature in black ink, appearing to read "S. Kaplan".

Sid L. Kaplan, (Acting)

cc: GAO – John Kelly
RM – Chris Flaggs
State/OIG – Howard J. Krongard
Mark Duda

Department of State Comments on GAO Draft Report
Financial Audit: The Department of State's Fiscal Year 2004 Management
Representation Letter on Its Financial Statements
(GAO-05-592R, GAO Code 198371)

Thank you for the opportunity to comment on your draft report entitled *Financial Audit: The Department of State's Fiscal Year 2004 Management Representation Letter on Its Financial Statements*. During the Government Accountability Office's (GAO) entrance and exit conference held on May 19, 2005, your representatives described the following three areas for improvement. Our response follows each recommendation.

1. Provide the materiality thresholds used. The draft report states that the Department of State "did not provide the materiality thresholds used to determine, for representation purposes, any matters that were individually or collectively material to its financial statements." The draft also states that certain omissions from agency representation letters contributed to GAO's disclaimer of opinion on the Consolidated Financial Statements (CFS) of the United States Government (USG).

The Department will consider this recommendation in future periods but does not plan to include materiality thresholds in its 2005 management representation letter for several reasons including the following:

- As noted in your draft report, providing materiality thresholds in the management representation letter is *not required* by professional auditing standards promulgated by the American Institute of Certified Public Accountants (AICPA), or the Office of Management and Budget's (OMB) requirements for conducting financial statement audits under the Chief Financial Officers Act.
- Materiality has many quantitative and qualitative aspects. Careful consideration and exercise of professional judgment are needed when determining and disclosing materiality thresholds. We would need to devote sufficient resources to developing such disclosures.
- We question the relative impact that the Department's financial activities and representations have on the CFS (e.g., for FY 2004, State's net costs were \$12.6 billion compared to USG net costs of \$2.5 trillion).

2. Include all applicable representations from the GAO/PCIE Financial Audit Manual (FAM). Certain representations relating to fraud and suspected fraud were either incomplete or omitted from our 2004 representation letter. We will include the required representations relating to fraud and suspected fraud in the Department's 2005 management representation letter.

3. Provide a complete summary of unadjusted misstatements. For FY 2005, the Department will revise its summary of unadjusted misstatements to conform to the requirements of the FAM and Treasury's Financial Manual (TFM).

The Department's Office of Inspector General, in conjunction with the contracted independent public accountant, has agreed to work with us to help ensure that future management representation letters include all applicable representations and provide a complete summary of unadjusted misstatements in conformance with the FAM and TFM.

GAO's Mission

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