



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240



In Reply Refer To:
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Memorandum

To: Service Directorate

From: Director

Subject: Quarterly Certification of Outstanding Undelivered Orders

In accordance with the Departmental policy, the Service is required to perform a review and certification of each undelivered order on a quarterly basis. In an effort to streamline the process and reduce the Regional data calls, the Service will use the following schedule in performing the quarterly certification of undelivered orders.

Certification Period	Aged UDO Review Period	Regional & Washington Program Certification	Type of Review
1 st Quarter (Ending 12/31)	November 30	No	High-level certification
2 nd Quarter (Ending 03/31)	February 28/29	No	High-level certification
3 rd Quarter (Ending 06/30)	May 31	Yes	Targeted UDO review and certification
4 th Quarter (Ending 09/30)	August 31	Yes	Full line by line UDO review and certification

Please note that to ensure an accurate quarterly ending undelivered order balance, the review process will begin one month prior to quarter-end. Managers are reminded that each organization is responsible for its own undelivered orders. The "Outstanding Undelivered Orders Report" (FWS32101) should be reviewed monthly to ensure the validity of all undelivered orders.

The attached procedures should be followed in conjunction with the memorandum dated February 13, 2001, "Reviewing Outstanding Undelivered Orders – Finance Report FWS35202", which provides guidance for reviewing outstanding undelivered orders. If you have any questions, please contact George Keller, Chief, Division of Financial Management, at (703-358-1742).

Attachment



Procedures for the Certification of Outstanding Undelivered Orders

Undelivered orders are a type of unpaid obligation representing the amount of goods ordered but not yet received, or services for which performance has not yet occurred. Undelivered orders remain on the books until payments have been made. Those that have had no activity for 366 days are considered aged.

In accordance with the November 2, 2000, memorandum establishing policies for undelivered orders, the Service conducts a quarterly review and certification of aged undelivered orders and an annual review of all undelivered orders. In order to meet year-end requirements, the 4th quarter review is always performed using August data. In an effort to be consistent and meet quarterly deadlines, the remaining quarterly reviews will be performed on the following month data: November, February, and May.

1st and 2nd Quarter Certification

The Division of Financial Management will perform a high level review of all aged undelivered orders. This review consists of a variance analysis for costs from current fiscal year 1st or 2nd quarter to the previous fiscal year 1st or 2nd quarter. If the variance is greater than 5 percent, justification will be required from the responsible Region. For documentation purposes, there will be one signed certification for the Service. This certification will be signed by the Service's Chief, Division of Financial Management.

3rd Quarter Certification

The Division of Financial Management will perform a targeted review. Any aged undelivered orders that are aged over three years and aged undelivered orders that are over one year for particular Budget Object Class (BOC) codes will be forwarded to the Region and Washington program offices for review and certification. A description must be written on each corresponding line explaining why a modification or cancellation is required. To provide documentation for future financial audits, copies of the validated report are to be kept in the office with a note identifying who performed the review and the date the review was completed. All invalid undelivered orders found through the review process must be de-obligated prior to the end of the reporting period.

For documentation purposes, a signed certification is required for each Regional and Washington program office. The certifications will be signed by the Regional Chief Financial Officer (CFO) or Washington Office Assistant Director.

4th Quarter Certification

The Regional and Washington program offices will perform the 4th quarter review. This will be a complete review of all aged undelivered orders and will coincide with the annual review of all undelivered orders. It is the responsibility of the individual organization to determine if an undelivered order accounting line item is valid or needs to be adjusted. A description must be written on each corresponding line explaining why a modification or cancellation is required. To provide documentation for future financial audits, copies of the validated report are to be kept in the office with a note identifying who performed the review and the date the review was completed. All invalid undelivered orders found through the review process must be de-obligated prior to the end of the reporting period.

For documentation purposes, a signed certification is required for each Regional and Washington program office. The certifications will be signed by the Regional Director or Washington Assistant Director.