

FY 2011 4th Property Management Officer Calendar

REMINDERS

CWIP Activity Managers for assets with acceptance dates within approximately the last two months of the fiscal year (July 13 through September 30) should generate a NF 37-6 and submit it to Financial Statements Branch by **September 10** to allow sufficient time to process the NF 37-6 before year-end.

With fiscal year end approaching, please submit required documents to PPMB for processing transactions, e.g. additions, adjustments, excess requests, final events, BOR requests, etc.

NOAA Electric Forms

NOAA Form (NF) 37-509 “Property Transaction Request”: Use the form to request capitalized asset additions, deletions, change asset information and transfer.

<http://www.corporateservices.noaa.gov/~noaaforms/eforms/NF37-509.pdf>

NF 37-6 “Report of Property Constructed”: Use the form to request for transferring from CWIP to PP&E.

<http://www.corporateservices.noaa.gov/~finance/CWIP.html>

Form CD-52 “Report of Review of Property”: Use the form to request for final event assets; e.g.: Lost, stolen, destroyed, damaged, sacrificed or unserviceable property.

http://ocio.os.doc.gov/ITPolicyandPrograms/Electronic_Forms/FormsByNumber/index.htm

Upcoming Events & Due Dates:

External (KPMG) Audit	Prepared By Client (PBC) request will be updated upon receipt.
A-123 Audit Testing Timelines	Phase III: July 5, 2011 – August 9, 2011
Heritage Asset Certification	PPMB will request the 4 th quarter data call for Heritage Asset Certifications on August 1, 2011 and the due date for the certifications from Line Offices is September 1, 2011.
Annual Data Call Distribution	PPMB will update a due date for annual data call for depreciation project and task code for capitalized assets to Line Offices.

July 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
UPR data is available in Sunflower anytime through the month.					1	2
3	4	5 Special BOR Meeting	6 UPR Cert Due from PM	7 LO Meeting	8	9
10	11 Cut-off date for financial reports	12 Heritage Asset Meeting Run depreciation	13	14	15	16
17 Financial reports due to Finance	18	19 CWIP Meeting	20 BOR Meeting	21	22	23
24	25	26	27	28	29	30
31						

August 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 Special BOR Meeting	3 UPR Cert Due from PM	4 LO Meeting	5	6
7	8	9 Heritage Asset Meeting	10 PMO HCHB Meeting	11 Cut-off date for Financial reports	12 Run depreciation	13
14	15	16 CWIP Meeting	17 BOR Meeting Financial reports due to Finance	18	19	20
21	22	23	24	25	26	27
28	29	30	31	UPR data is available in Sunflower anytime through the month.		

September 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 UPR Cert Due from PM	2 LO Meeting	3	4
5	6	7 Special BOR Meeting	8	9	10	11
12 Cut-off date for financial reports	13 Run depreciation	14 Heritage Asset Meeting	15 BOR Meeting	16 Financial reports due to Finance	17	18
19	20	21 CWIP Meeting	22	23	24	25
26	27	28	29	30 Cut-off date for financial reports		