



DEPARTMENT OF THE TREASURY
BUREAU OF THE FISCAL SERVICE
WASHINGTON, DC 20227

February 1, 2018

To whom it may concern,

As a courtesy, we are writing to inform you of changes that are being made to Administrative Resource Center's (ARC) Statement on Standards for Attestation Engagements (SSAE) No. 18 Complementary Customer Agency Controls for the period of 7/01/2018 to 6/30/2019. In the event your financial statement auditors (if applicable) perform related testing of your internal control structure, you will be responsible for ensuring your procedures and processes are updated to align with the changes made to the Complementary Customer Agency Controls.

The Complementary Customer Agency Controls being added for each Control Objective for the period of 7/01/2018 to 6/30/2019 are as follows:

Control Objective 1 – Obligations

- Maintain and communicate to ARC a list of individuals authorized to request obligations when it is not communicated in the authorizing agreement.

Control Objective 2 – Disbursements

- Properly allocate CitiDirect charges and obtain Approving Official certification prior to auto-close.
- Provide post payment approval for CitiDirect auto-closed invoices.
- Maintain and communicate to ARC a list of individuals and applicable authority limits authorized to request non referencing payments and expense corrections.

Control Objective 5 – System Generated Monthly Payroll and Leave Accruals

- Review and confirm leave accrual schedule annually.

Control Objective 6 – Payroll Disbursements

- Review and confirm customer specific payroll disbursement procedures on an annual basis.

Control Objective 8 – Accruals

- Review the financial reports provided by ARC to ensure that accruals are complete and accurate.

Control Objective 12 – Manual Journal Entries

- Maintain and communicate to ARC a list of individuals authorized to approve manual journal entries when it is not communicated in the authorizing agreement.

Control Objective 14 – Supplier and Bank Record Changes

- Maintain and communicate to ARC a list of individuals authorized to request supplier additions/modifications when it is not communicated in the authorizing agreement.
- Review active supplier reports provided by ARC and request to remove suppliers no longer needed.

ARC will also begin using a tool called OneStream Software XF to assist in the preparation of financial statements, notes, supporting reconciliations. The new cloud-based tool will create efficiencies and offer a more robust solution. ARC will soon be developing an integrated project plan which will include a phased customer implementation. Once implemented, the SSAE 18 will be updated to reflect the OneStream Software XF which could lead to some changes to the Complimentary Customer Agency Controls.