




UNITED STATES DEPARTMENT OF COMMERCE
Office of Inspector General
Washington, D.C. 20230

April 3, 2012

MEMORANDUM FOR: Scott B. Quehl
Chief Financial Officer and Assistant Secretary for Administration

FROM: Ann C. Eilers 
Principal Assistant Inspector General for Audit and Evaluation

SUBJECT: Review of Commerce Controls over Quarterly Conference Reporting

We are initiating a review of the Department of Commerce's controls over its quarterly conference reporting. In fiscal year 2012, the Department received an appropriations provision requiring it to submit quarterly reports to the inspector general on the costs and contracting procedures relating to conferences held by the Department where the cost to the government exceeded \$20,000. The review's objectives are to determine whether the Department has established controls and provided guidance to bureaus for reporting quarterly conference data.

As part of this review, the auditors will assess the policies and procedures implemented by the Department for the oversight of conference procurement and management. The review will also examine the Department's requirements for reporting quarterly conference data and its communication of the procedures to the bureaus and other relevant departmental offices. Finally, the review will evaluate the bureaus' reporting and the Department's report validation process.

We will contact your audit liaison to schedule an entrance conference. In the meantime, if you have any questions about this review, please contact me at (202) 482-7859 or Patty McBarnette, Director, Financial Statement Audits, at (202) 482-3391.

cc: Lisa Casias, Deputy Chief Financial Officer and Director for Financial Management