



February 22, 2021

MEMORANDUM FOR: Jay Hoffman
Chief Financial Officer
United States Patent and Trademark Office

FROM: Richard Bachman
Assistant Inspector General for Audit and Evaluation

SUBJECT: Fiscal Year 2021 USPTO Financial Statements Audit (#2021-399)

Our office contracted with KPMG LLP, an independent certified public accounting firm, to audit the United States Patent and Trademark Office's (USPTO's) fiscal year 2021 financial statements. The audit will be conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and Office of Management and Budget (OMB) requirements.

The objective of the audit is to determine whether the financial statements are presented fairly, in all material respects, in accordance with generally accepted accounting principles. The audit will also consider USPTO's internal control over financial reporting and test compliance with certain provisions of laws, regulations, and contracts that could have a direct and material effect on the financial statements.

My office will oversee the progress of the audit and ensure that the audit is performed in accordance with professional standards, OMB requirements, and the terms of the contract.

KPMG plans to begin this work immediately. KPMG will contact your audit liaisons to schedule an entrance conference, at which time KPMG will discuss the audit objective and scope in more detail. If you have any questions, please call me at (202) 482-2877 or Patricia McBarnette, Audit Director, at (202) 482-3391.

We thank you in advance for your cooperation during this effort.

cc: Stephen Kunze, Deputy Chief Financial Officer and Director for Financial Management,
Office of the Secretary
Sean Mildrew, Deputy Chief Financial Officer and Audit Resolution Officer, USPTO
David Berdan, General Counsel, USPTO
Nicolas Oettinger, Senior Counsel for Regulatory and Legislative Affairs, USPTO
Welton Lloyd, Jr., Audit Liaison, USPTO
Mohamed Ahmed, Assistant Audit Liaison, USPTO
MaryAnn Mausser, Audit Liaison, Office of the Secretary