



OCFO Annual Report to the Board

Presented by: Susan Crowder, Director

Office of the Chief Financial Officer (OCFO)
March 23, 2015



Agenda

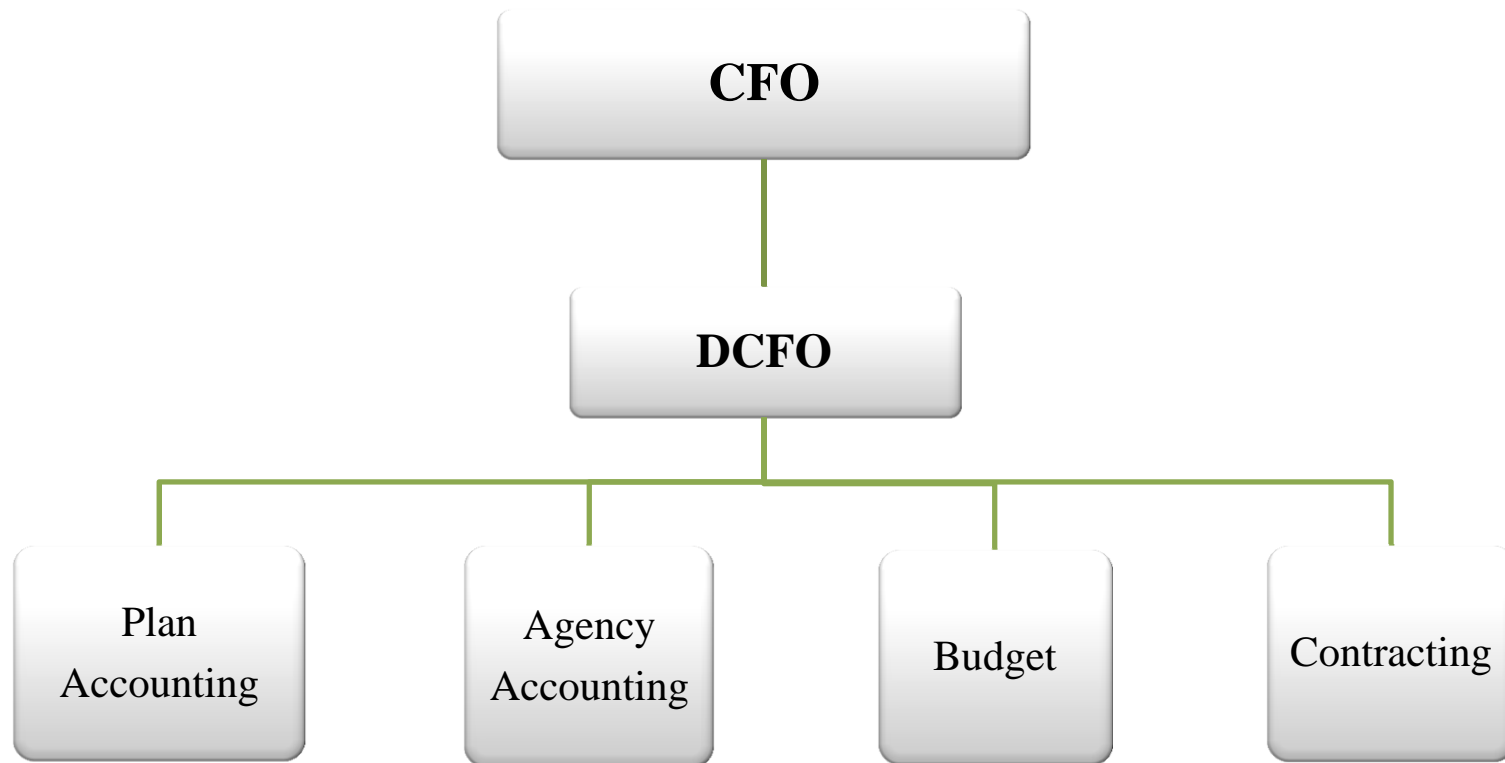
- Functional Statement
- Organizational Structure
- Office Reorganization
- Functional Outlines
- FY14 Notable Accomplishments
- Closing Remarks



OCFO Functional Statement

Provide leadership and support to the FRTIB and stakeholders on all financial matters.

OFM Current Organizational Structure



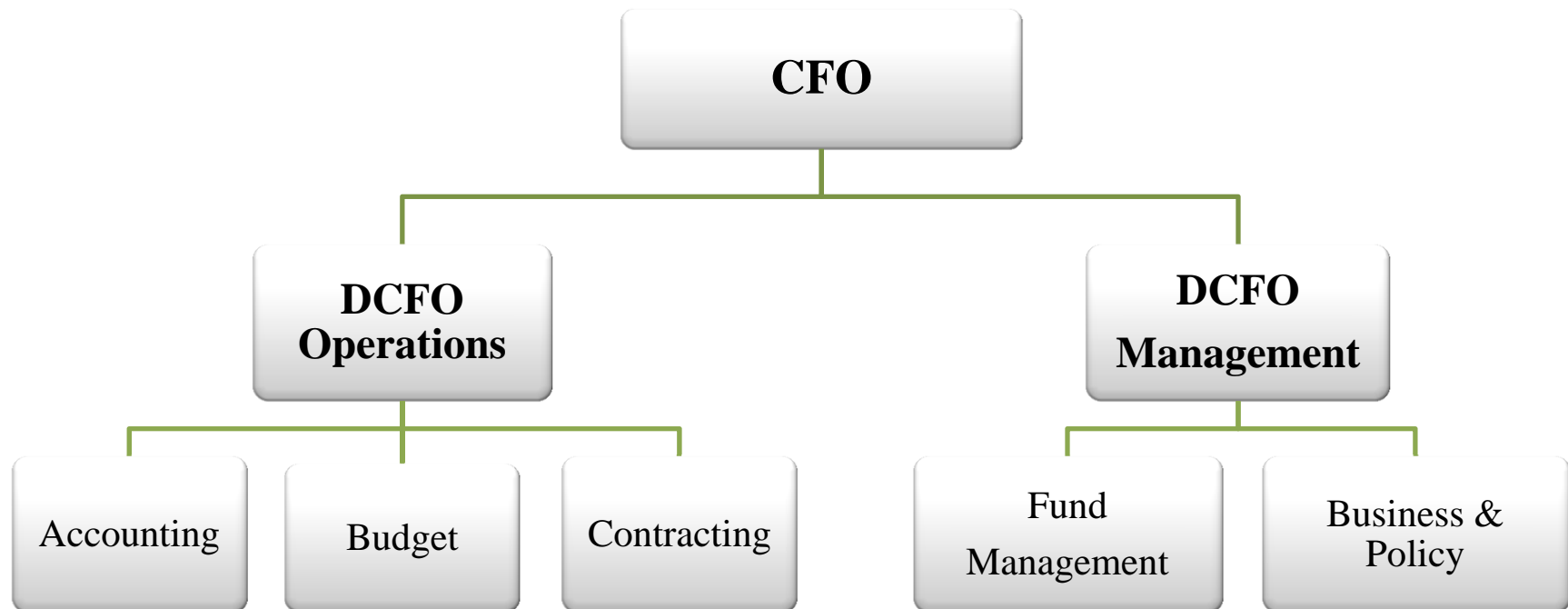


What the reorganization accomplishes

- Enhances internal controls and segregation of duties
- Merges the two Accounting Divisions
- Establishes the Fund Management Division
- Restructures the Contracting Division
- Changes the office name

New Name and Organizational Structure

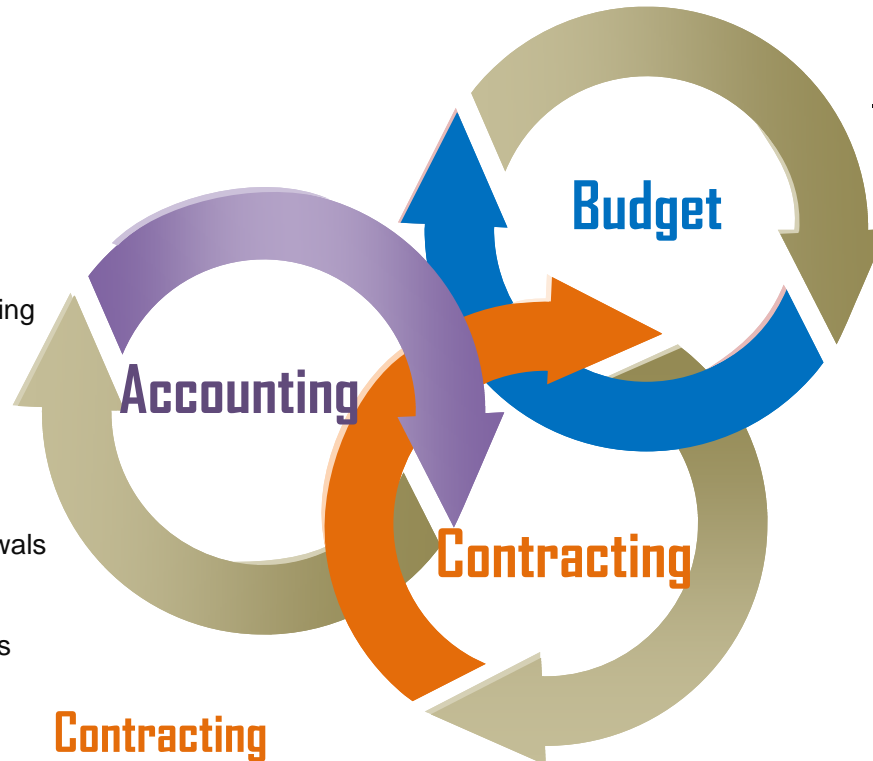
Office of the Chief Financial Officer



Operations

Accounting

- Plan and Agency Accounting
- Monthly Financial Statements
- Annual and Mid-Year Audit with Financial Auditors
- DOL and Treasury audits
- Daily General Journals processing
- Inter Government Payment and Collections (IPAC)
- Fed Tax filing/Payments (1099R/1099M)
- Daily Reconciliations
- Special Processing Cases
- Participant TSP Loans/Withdrawals Disbursements
- Treasury Credits
- Employee Travel/ Miscellaneous Reimbursement
- Accounts Payable
- Vendor Disbursements



Budget

- Budget Formulation, Execution, Guidance, and Oversight for the Agency
- Budget Systems maintenance & Oversight
- Certify Requisition Funding
- Internal (Budget Office) & External (Agency Offices) Training
- Bi-Weekly Payroll Activities (FTE Calculations, Awards processed, Actuals vs Projections)
- Quarterly Budget Scrub (Analysis of excess funding)
- Contingency fund oversight and management
- Development/Oversight of spend planning

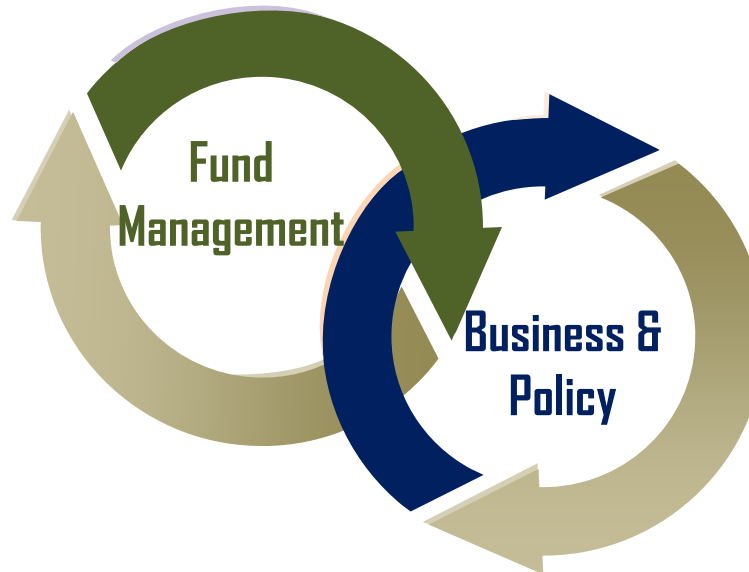
Contracting

- Assists the Agency in procuring all goods and services for the Agency
- Build specialized contracting capability and support (e.g. IT contracting)
- Manage procurements from cradle to grave
- Contract Management and Administration
- Provides transparency, accountability and planning via contracting reports
- Works with Offices in defining requirements and contracting strategy
- Establishes procurement timelines
- Solicits industry responses to Agency requirements

Management

Fund Management

- Daily Cash Management of the TSP Funds
- Provides oversight and management of the Daily Investment management functions
- Security Lending Collateral Management
- Treasury Cash Forecasting
- Expense Ratio Allocations
- Blackrock Investment Transmission
- G Fund Investment with Treasury FMS
- Asset/Fund Valuations and Fund reconciliations
- Liaison with the Department of Treasury
- Directs the coordination of financial activities with Investment and systems officials to ensure that earnings on investments are distributed appropriately and on a timely basis nightly.



Business & Policy

- Analyzes, researches, systems creates, implements, improves, and maintains Financial Management and Contracting policies, procedures, guidance, and system practices
- Creates, reviews, and modifies performance measures and data related to Financial and Contract Management
- Manages COR and Contracting Officer's Representative (COR) and Contracting Officer Training and Certification Program
- Manages the Contracting Officer Training and Certification Program
- Manages Inter-Agency Agreements (IAA)
- Provides Treasury Department liaison services and records management
- Manages distribution and training of Agency Purchase Card (APC)
- Agency Travel Card Program oversight



Recent Notable Accomplishments

- Implemented I & S Fund Security Lending Programs
- Upgraded and replaced Plan & Agency Ledger applications
- Implemented Treasury mandated daily cash collection processing (IPAC)
- Implemented quarterly financial reporting to Board
- Initiated pilot program for Agency Purchase Card
- Daily Investment management of the TSP \$440B AUM for 4.7M P's &B's
- Served as Pilot office for Agency wide Mentorship Program
- Established the Contracting Database
- Implemented a series of service improvements that help the acquisition planning process
 - 1) Monthly reviews
 - 2) Procurement Schedules
 - 3) Reports
- Delivered Business Solution recommendation

Questions

