

U.S. ARMY ENGINEER DISTRICT, BUFFALO
Finance & Accounting Office
1776 Niagara Street
Buffalo, NY 14207

STANDARD OPERATING PROCEDURES
No. 37-6-5

5 April 1999

CFO MONTHLY SCORECARD

1. Purpose of this SOP: To define responsibilities and procedures Chief Financial Officer Act (CFO) issues: monitoring, documenting, and reporting.
2. References:
 - a. PL 101-576, 104 Stat. 2838, The Chief Financial Officers Act of 1996
 - b. Email and attachment from Division Resource Management dated 1 Apr 99, subject: CFO Monthly Scorecard
3. Purpose of the Monthly Scorecard: The scorecard will be used as a management tool for internal control to ensure that specifically identified CFO issues continue to stay on track and that a process is in place and is working.
4. Responsibilities:
 - a. Internal Review will coordinate and submit to the Division RM, the monthly scorecard by the 5th workday following the end of each month.
 - b. Finance and Accounting will respond on issues #1, 3, 4, 5, 7, 8, 9, 10, 12, 13, 14, and 15. Each monthly scorecard will be documented by the appropriate CEFMS report/recon, SQL query, or other documentation.
 - c. Project Management will respond on issues #7 and 11 and will retain a documented file.
 - d. Real Estate will respond on issue #2 and retain a documented file.
 - e. Logistics will respond on issues #3 and #13 and retain a documented file.

f. Information Management will respond on issue #6 and retain a documented file.

M. Christine Mooney
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Finance and Accounting Officer