



October 7, 2011

Memorandum

To: Members of the Board
Wendy M. Payne
From: Wendy M. Payne, Executive Director
Subj: Draft Annual Report – **Tab A¹**

MEETING OBJECTIVES

- To review and approval the FY 2011 annual report

BRIEFING MATERIAL

- Attachment 1 - Draft annual report with changes marked
- Attachment 2 – Draft annual report without changes marked

BACKGROUND

This is the second year the board will produce its annual report and we hope to issue the report by November 15th. At the October meeting, any final changes should be identified and approved. The draft will be discussed Wednesday and a ballot draft provided Thursday afternoon.

The content of the annual report is described in the rules of procedure as follows:

The annual report will provide information regarding:

1. activities of the Administrative Steering Committee and the Appointments Panel,
2. whether a review of the FASAB's governance documents, including the Rules of Procedure and the Policies and Procedures for the FASAB Appointments Panel, was performed by the Board, the Steering Committee, or the Appointments Panel during the year
 - a. if so, whether any significant changes were made

¹ The staff prepares Board meeting materials to facilitate discussion of issues at the Board meeting. This material is presented for discussion purposes only; it is not intended to reflect authoritative views of the FASAB or its staff. Official positions of the FASAB are determined only after extensive due process and deliberations.

- b. if not, the date that the last such review was performed
- 3. the results of an annual survey of members regarding performance relevant to the criteria established for a GAAP standard-setting body,
- 4. any issues identified through the annual confirmation that members were independent, adhered to the ethics policy, and that any undue influence experienced has been reported,
- 5. human and financial resources available during each of the past two years and anticipated for the coming year,
- 6. future opportunities and challenges including any suggestions for continuous improvement, and
- 7. the results of a self-assessment of trends in the annual performance results every fifth-year.

The draft reviewed at the August meeting did not include all the required components. A complete draft was provided for review via email on September 11th with a request for comments. The draft was also provided to the Appointments Panel and the AICPA Rule 203 Review Panel.

The attached draft includes edits in response to those comments. Changes are marked in Attachment 1 and a clean copy presented as Attachment 2.

I welcome specific editorial suggestions before the meeting and will provide any further edits for review at the meeting. (Note that I will be seeking assistance in the final formatting for publication including correction of a problem with the page numbering.) Please contact me at 202 512-7357 or paynew@fasab.gov to discuss edits.