

The Administrative Conference of the United States



Performance and Accountability Report Fiscal Year 2024

October 1, 2023 – September 30, 2024



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A Message from the Chief Financial and Operations Officer

I am pleased to transmit the Fiscal Year 2024 Performance and Accountability Report (PAR) of the Administrative Conference of the United States (ACUS). The PAR includes performance information, as required by the Government Performance and Results Act (GPRA) and the GPRA Modernization Act (GPRAMA), and audited financial statements and related documentation as required by the Accountability of Tax Dollars Act of 2002.

As reflected in this PAR and on ACUS's website, Fiscal Year 2024 was a year of continuing agency success. ACUS's achievements included the adoption of 8 formal recommendations, the implementation of numerous recommendations from prior years, the publication of reports for agencies and Congress, the convening of several forums and symposia, and continued hosting of an online database that allows Congress and the public to track attorneys' fee awards against all federal agencies under the Equal Access to Justice Act.

I am especially pleased to report that ACUS received a clean unmodified opinion from its independent auditor for fiscal year 2024. As in prior years, the independent audit concluded that ACUS's statements are presented fairly in all material aspects and in accordance with generally accepted accounting principles (GAAP). ACUS strives to be an outstanding steward of taxpayer funds and prioritizes stringent financial management in carrying out its mission.

The outstanding performance described in the pages that follow is a testament to the dedicated work of ACUS's members, Council, research consultants, and staff.

Harry M. Seidman

Chief Financial and Operations Officer
Administrative Conference of the United States





Agency Overview

The Administrative Conference of the United States is an independent, non-partisan federal agency within the executive branch dedicated to improving administrative law and federal regulatory processes. It conducts applied research, and provides expert recommendations and other advice, to improve federal agency procedures. Its membership is composed of senior federal officials, academics, and other experts from the private sector. Since 1968, ACUS has issued hundreds of recommendations, published reports and reference guides, and organized forums to improve the efficiency, adequacy, and fairness of administrative processes such as rulemaking and adjudication. Many have resulted in reforms by federal agencies, the President, Congress, and the Judicial Conference of the United States.

ACUS carries out its mission through two components: the *Assembly* and the *Office of the Chair*. The Assembly, made up of 101 representatives from the public and private sectors, makes recommendations to improve federal administrative processes. The Office of the Chair, which consists of the Chair and a small professional staff, assists individual agencies to improve programs, publishes sourcebooks of enormous value to both the government and the public, and prepares reports designed to improve the administration of federal programs. Congress often calls upon the Office of the Chair to conduct research on issues of enormous importance. The Office of the Chair also supports all activities of the Assembly and its committees.

All ACUS projects, publications, and a wealth of additional agency information are accessible at www.acus.gov.





Mission and Organizational Structure

The Administrative Conference of the United States brings together federal agencies and outside experts to make government work better by cooperatively studying mutual problems, exchanging information, and developing recommendations for action by the President, Congress, federal agencies, and the Judicial Conference of the United States to improve the fairness, adequacy, and efficiency of federal agency rulemaking, adjudication, licensing, and investigation.

Vision & Values

The Administrative Conference strives to improve the efficiency, adequacy, and fairness of federal administrative procedure by:

- Promoting more effective public participation;
- Reducing unnecessary litigation;
- Improving the use of science; and
- Improving the effectiveness of laws applicable to the administration of federal programs.

The Administrative Conference's core values include:

- **EXCELLENCE:** Developing high-quality resources that federal policymakers can use effectively to improve administrative procedure.
- **INTEGRITY:** Conduct professional, objective, nonpartisan, non-ideological, collaborative, and consensus-driven work.
- **DIVERSITY:** Advancement of diversity, equity, inclusion, and accessibility.
- **ACCOUNTABILITY:** Responsible stewardship of public resources entrusted to the agency.
- **SERVICE:** Investing in and valuing the agency's human capital.

ACUS Membership

The Assembly is the name given to ACUS's 101 statutory members—called “Voting Members”—meeting in plenary session. It is comprised of the Chair, 10 Council Members, 50 Government Members, and 40 Public Members. Government Members are agency heads or their designees drawn from a wide array of federal agencies. Public Members are academics, practicing lawyers, and other experts in administrative procedure drawn from the private sector. The composition of the Assembly is provided for in the Administrative Conference Act.





Voting Members

The Chair

The Chair of the Administrative Conference provides overall management and direction for ACUS. The Chair is appointed for a five-year term by the President with the advice and consent of the Senate. The Chair is the only full-time member of ACUS. With the exception of the Chair, ACUS Members are unpaid.

The Council

The Council of the Administrative Conference functions as ACUS’s Board of Directors. In addition to the Chair, the Council consists of ten members appointed by the President for three-year terms. Up to five of the Council members are current, senior officials at other government agencies, and the others are drawn from outside the federal government. One of the Council members is designated by the President as the Vice Chair.

Current ACUS Council (November 2024)

Government Members	Non-Government Members
Andrew Fois (Chair)	Funmi B. Olorunnipa Badejo
Kristen Clarke	Shakuntla Bhaya
Leslie B. Kiernan	Ronald A. Cass
Fernando Laguarda	Anne Joseph O’Connell
Damon Smith	Nitin Shah
	Jonathan C. Su

Government Members

Government members come from federal executive departments, agencies, independent regulatory boards, and commissions.

Non-Government Members

Public members come from the private sector, including academia, the practicing bar, industry and public interest organizations.





Non-Voting Members

Liaison Representatives

The Chair, with the approval of the Council, may enter into liaison arrangements with federal agencies or other organizations that do not have voting members of ACUS. Agencies or organizations so designated appoint their liaison representative. Liaison representatives serve no fixed term.

Senior Fellows

Senior fellows include those who have previously served as Chair, are former members who have served in the federal judiciary, or who have served for six or more years as government or public members, or liaison representatives. Senior fellows are appointed by the Chair with the approval of the Council. Senior fellows serve for two-year terms and may be reappointed.

Special Counsels

Special Counsels are appointed by the Chair, with the approval of the Council. They advise and assist the membership in the areas of their special expertise. They serve for 2-year terms and may be reappointed.

A full roster of ACUS's current membership is available at <https://www.acus.gov/organization#membership>.

Staff

The Administrative Conference has a small, full-time, career staff that serves under the Chair. The staff conducts research, supports the work of ACUS committees, organizes ACUS events, works to implement ACUS recommendations, provides information to ACUS members and to the public, and otherwise carries forward ACUS's work.

A full roster of the ACUS's current staff is available at <https://www.acus.gov/directory/staff>.





Performance Goals and Results

In accordance with OMB guidance, ACUS management identified results-oriented performance goals for FY 2024 through FY 2026 that are based on the agency's strategic goals. As detailed in the following section, ACUS was highly successful in meeting its performance goals during FY 2024.

A full listing and description of past, current, and pending ACUS projects and initiatives is accessible at <https://www.acus.gov/research-projects>, while additional information and materials from ACUS workshops, symposia, and other collaborative events is accessible at <https://www.acus.gov/meetings-and-events>.

Strategic Goals

PARTICIPATION

The Conference will engage with a wide range of stakeholders who participate in or are affected by federal administrative programs and promote participation in its activities by such individuals and groups.

COLLABORATION

The Conference will bring together and work with agencies and outside experts to share information and identify opportunities for improving administrative procedure.

INNOVATION

The Conference will identify and recommend solutions to problems that will make government procedures more efficient, timely, fair, accurate, and data-driven.

EDUCATION

The Conference will provide opportunities for government officials and the public to access information about ways to improve federal administrative procedures and guidance on how best to implement them.





Strategic Goal: PARTICIPATION

The Administrative Conference will engage with a wide range of stakeholders who participate in or are affected by federal administrative programs and promote participation in its activities by such individuals and groups.

Performance Goal	Performance Measure	FY 2024 Results
<p>1) <i>Engagement</i></p> <p>ACUS will encourage widespread participation by stakeholders in its activities to ensure a fair representation of relevant viewpoints and will generally promote principles of fairness through its work.</p>	<p>Outreach to, and inclusion of, various stakeholders during the course of ACUS activities; and adoption of recommendations that promote broader stakeholder engagement in the administration of federal programs.</p>	<p>Solicited stakeholder perspectives on ACUS projects/activities through events and requests for comments published in the Federal Register.</p> <p>Adopted multiple ACUS recommendations to facilitate public participation in the rulemaking process.</p>
<p>2) <i>Procedural Transparency & Timely Disclosure</i></p> <p>ACUS will ensure the recommendation development process facilitates participation by and is transparent to stakeholders and that ACUS activities are conducted, consistent with FOIA principles.</p>	<p>Timely publication of Federal Register notices and project-related documents on the ACUS website; adoption and deployment of videoconferencing technology to facilitate virtual participation in public ACUS meetings, events, and projects; and prompt availability of recordings of public events.</p>	<p>Published all required <i>Federal Register</i> notices in a timely fashion.</p> <p>Made all committee documents available to the public for comment promptly following circulation to the committee members.</p> <p>Deployed and maintained effective videoconferencing capabilities to increase member and public participation in ACUS activities.</p>
<p>3) <i>Access to Information</i></p> <p>ACUS will make available a searchable library of ACUS resources and ensure compliance with applicable Open Government and FOIA procedures.</p>	<p>Promotion of broader use of resources available on the ACUS website; availability of all public resources on ACUS's website; and prompt, full disclosure of information to FOIA requesters to the extent permitted by law.</p>	<p>Adhered to a policy of full (allowable) disclosure under FOIA.</p> <p>Received a top score from the Office of Information Policy (OIP) in every area of FOIA compliance annually and maintained an average response time to FOIA requests of less than one week for simple requests.</p>





		<p>Ensured a safe environment for online access and communication.</p> <p>Maintained a secure (https) connection to its website.</p>
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Strategic Goal: COLLABORATION

The Administrative Conference will bring together and work with agencies and outside experts to share information and identify opportunities for improving administrative procedure.

Performance Goal	Performance Measure	FY 2024 Results
<p>1) Stakeholder Consideration</p> <p>ACUS will leverage its partnerships, and those of its members, in the public and private sectors to encourage collaboration and cooperation in the administration of federal programs.</p>	<p>Establishment and maintenance of partnerships with private institutions, universities, Congress, and other federal agencies to aid in the development and implementation of ACUS recommendations and projects; and organization of or participation in interagency convenings to facilitate dissemination of relevant best practices and expand awareness of ACUS recommendations and resources.</p>	<p>Hosted multiple meetings of the Interagency Roundtable, the Council on Federal Agency Adjudication, and Council of Independent Regulatory Agencies.</p> <p>Contributed to and participated in meetings of the White House Legal Aid Interagency Roundtable.</p>
<p>2) Congressional Briefings & Technical Assistance</p> <p>ACUS will liaise with, and offer briefings to, relevant Congressional committees and staff to foster implementation of recommendations directed to Congress and awareness of relevant ACUS resources.</p>	<p>Correspondence with congressional staff to communicate existing and forthcoming ACUS resources and recommendations; briefings for congressional staff on ACUS best practices; and solicitation of input from congressional stakeholders on ongoing projects and areas that would benefit from ACUS study.</p>	<p>Provided written updates to the leadership of relevant Congressional committees and subcommittees on recommendations adopted at each ACUS Plenary Sessions.</p> <p>Hosted briefings for congressional staff to facilitate implementation of recommendations directed to Congress.</p> <p>Engaged with members of Congress and their staff during the recommendation development and project origination processes.</p>





<p>3) Best Practices</p> <p>ACUS will identify and/or develop best practices in government administrative procedure and share that information with agencies, or train agencies, how to adopt the best practices.</p>	<p>Recommendations and/or reports that promote adoption of best practices that produce cost savings, increased efficiency, or increased fairness; and recognition of agencies that develop innovative best practices.</p>	<p>Issued ACUS recommendations focused on highlighting or promoting best practices for agencies.</p>
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Strategic Goal: INNOVATION

The Administrative Conference will identify and recommend solutions to problems that will make government procedures more efficient, timely, fair, accurate, and data-driven.

Performance Goal	Performance Measure	FY 2024 Results
<p>1) Efficiency</p> <p>ACUS will work to streamline the administrative process through research and innovations that maximize the government’s capacity in a cost-effective manner.</p>	<p>Reports and/or recommendations on innovative administrative procedure reforms that help agencies put their limited resources to the best use.</p>	<p>Conducted research projects and issued recommendations for administrative procedure reforms.</p> <p>Regularly promoted adoption of ACUS recommendations on improving the efficiency of agency administrative procedures and conducted evaluations to determine which agencies have adopted such reforms.</p>
<p>2) Timeliness</p> <p>ACUS will identify best practices to promote timeliness in administrative processes and reduce delays in federal programs through better use of innovative technologies and collaborative governance techniques.</p>	<p>Reports and/or recommendations that identify strategies for reducing delays in the administrative process.</p>	<p>Undertook research projects and issued recommendations on reducing delays in the administrative process.</p> <p>Regularly promoted adoption of ACUS recommendations on reducing delays in the administrative process at agencies and conducted evaluations to determine which agencies have adopted such reforms.</p>





<p>3) Fairness</p> <p>ACUS will identify ways to minimize procedural, legal, and logistical barriers that limit public access to and understanding of agency regulatory and adjudicatory activities.</p>	<p>Reports and/or recommendations on best practices to eliminate barriers to access.</p>	<p>Conducted research projects and issued recommendations on eliminating barriers to access.</p> <p>Regularly promoted adoption of ACUS recommendations on eliminating barriers to access at agencies and conducted evaluations to determine which agencies have adopted such reforms.</p>
<p>4) Accuracy</p> <p>ACUS will study and identify ways to improve the accuracy of government decision making through broader utilization of evidence-based and data-driven techniques.</p>	<p>Reports and/or recommendations on best practices to ensure government decision making is both accurate and data-driven.</p>	<p>Conducted research projects and issued recommendations to foster greater accuracy in agency decision making and broader adoption of data-driven administration techniques.</p> <p>Regularly promoted adoption of ACUS recommendations on improving accuracy in the administration of federal programs and conducted evaluations to determine which agencies have adopted such reforms.</p>

Strategic Goal: EDUCATION

The Administrative Conference will provide opportunities for government officials and the public to access best practices designed to improve federal administrative procedures and guidance on how best to implement them.

Performance Goal	Performance Measure	FY 2024 Results
<p>1) Interagency Events</p> <p>ACUS will provide opportunities for agencies to share information and solve common problems.</p>	<p>Organization of multiple ACUS interagency events per year; and regular participation in such events organized by other agencies.</p>	<p>Hosted multiple meetings of the Interagency Roundtable, Council on Federal Agency Adjudication, Council of Independent Regulatory Agencies.</p>





ADMINISTRATIVE CONFERENCE OF THE UNITED STATES

		Contributed to and participated in meetings of the White House Legal Aid Interagency Roundtable.
<p>2) Public Events</p> <p>ACUS will sponsor and participate in public events to inform agencies, relevant stakeholders, and other interested persons about ACUS resources and to solicit input on ongoing projects and issues that warrant study.</p>	<p>Organization of multiple public-facing events; and regular staff participation in outside events organized by legal and stakeholder organizations.</p>	<p>Regularly organized and participated in panel discussions to educate relevant audiences about ACUS recommendations and resources.</p> <p>Hosted multiple public forums to solicit stakeholder views on forthcoming and future ACUS projects.</p>
<p>3) Resources & Publications</p> <p>ACUS will publish and regularly update resources to educate government and private sector stakeholders about administrative procedure and structure, as well as developments in administrative law and policy; ACUS will also publish regular updates to inform government and private sector stakeholders about ACUS activities.</p>	<p>A website that is compliant with federal requirements, incorporates interactive social media tools, and is useful; and publication of documents, guides, and reports</p>	<p>Ensured ACUS’s website remains FISMA compliant.</p> <p>Reviewed and updated ACUS website regularly to meet the needs of website users.</p> <p>Regularly published documents, guides and reports detailing ACUS’s research work.</p> <p>Published and updates reference guides to educate people on administrative procedure.</p> <p>Published regular updates and bulletins to inform stakeholders about developments in administrative law and policy.</p>





Agency Management and Compliance

ACUS's management provides strategic planning and operational controls for the agency, including financial and administrative services, technology management, and computer and information security. Management also ensures compliance with both the internal and external policies, procedures, and legal requirements of these vital program areas.

Financial Audit

ACUS undergoes annual audits of its financial statements, including reviews of the adequacy of the agency's internal control systems. ACUS's financial statements have been prepared from the books and records of ACUS in accordance with generally accepted accounting principles (GAAP) for Federal entities and formats prescribed by the Office of Management and Budget (OMB). The statements are in addition to the internal financial reports used to monitor and control budgetary resources, and prepared from the same records.

ACUS received a clean unqualified opinion from the independent auditor for fiscal year 2024. The independent audit concluded that ACUS's statements are presented fairly in all material aspects and in accordance with generally accepted accounting principles. In addition, independent auditor sampling found no instances of noncompliance with laws and regulations and no instances of improper payment.

During FY 2024, the General Services Administration Office of the Chief Financial Officer (GSA OCFO) provided accounting, disbursement, and financial statement preparation services for ACUS. Accordingly, certain aspects of ACUS's financial management system are largely influenced by the practices and procedures of the GSA.

In summary, the independent audit concluded that ACUS's system of internal controls is functioning well and provides reasonable assurance as to the efficiency and effectiveness of programs and operations, reliability of financial and performance information, and compliance with laws.

The full independent auditor's report for FY 2024 is included as an appendix to this document.

Computer and Information Security Program

During FY 2020, ACUS underwent an independent evaluation of its computer and information security programs, consistent with the Federal Information Security Management Act (FISMA). Overall, the independent FISMA audit found adequate procedural and policy protections to maintain network integrity while concluding that certain FISMA criteria are either not applicable or not cost effective for a micro-agency like ACUS.

During FY 2023, ACUS completed the deployment of the CDM Defend and Qualys tracker on the agency's IT network to detect and patch vulnerabilities in real-time, and to comply with E.O. 10428. This initiative is a partnership with CISA.





FMFIA Management Assurance Statement

ACUS management is responsible for establishing and maintaining effective internal controls that meet the objectives of the Federal Managers' Financial Integrity Act of 1982 (FMFIA). In accordance with OMB Circular A-123, Management's Responsibility for Enterprise Risk Management and Internal Control, ACUS conducted its annual assessment of the effectiveness of internal controls. Based on the results of the assessment for the period ending September 30, 2024, ACUS can provide reasonable assurance that the internal controls for the agency meet the objectives of the FMFIA. No material weaknesses were found in the design or operation of the internal controls for the Fiscal Year ended September 30, 2024.

All parts of ACUS' operations are efficient and in compliance with applicable statutes, presidential directives and regulations. OMB's Circular A-123, Management's Responsibility for Internal Control, was used as the framework to conduct the assessment of the effectiveness of ACUS' internal controls for all key processes and/or financial controls. Specifically, (1) obligations and costs are compliant with applicable law (2) funds, property, and other assets are safeguarded against waste, loss, unauthorized use, or misappropriation; and (3) revenues and expenditures applicable to agency operations are properly recorded and accounted for to permit the preparation of accounts and reliable financial and statistical reports and to maintain accountability over the assets.

ACUS is a non-CFO Act agency and is not subject to requirements outlined in A-123 Appendix A. As a non-CFO agency, ACUS is compliant with the requirements of FMFIA.

There were no reported internal weaknesses identified in the previous reporting year, fiscal year 2024. There are no findings relating to ACUS performance from any GAO or OIG audit or review during the current fiscal year, and no reviews from previous fiscal years. Similarly, there are no IG investigations related to ACUS.

Andrew Fois

Chair

November 15, 2024

Harry M. Seidman

Chief Financial and Operations Officer

November 15, 2024





Appendix A: Fiscal Year 2024 Independent Audit Report

Independent Auditor's Report

FY 2024 Audited Financial Statements

Management Discussion & Analysis Notes

Management Rep Letter





**ADMINISTRATIVE CONFERENCE OF
THE UNITED STATES**

GENERAL FUND

FINANCIAL STATEMENTS

As Of And For The Years Ended September 30, 2024 and 2023

Independent Auditor's Report

To: Chairman Fois
Administrative Conference of the United States
Washington, DC

In our audits of the fiscal years 2024 and 2023 financial statements of **Administrative Conference of the United States (the Conference)**, we found:

- the Conference's financial statements as of and for the fiscal years ended September 30, 2024, and 2023, are presented fairly, in all material respects, in accordance with U.S. generally accepted accounting principles;
- no material weaknesses in internal control over financial reporting based on the limited procedures we performed; and
- no reportable noncompliance for fiscal year 2024 with provisions of applicable laws, regulations, contracts, and grant agreements we tested.

The following sections discuss in more detail (1) our report on the financial statements, which includes a section on required supplementary information (RSI) and a section on other information included with the financial statements; (2) our report on internal control over financial reporting; and (3) our report on compliance with laws, regulations, contracts, and grant agreements.

Report on the Financial Statements

Opinion

In accordance with Office of Management and Budget (OMB) Bulletin No. 24-02, *Audit Requirements for Federal Financial Statements*, we have audited the Conference's financial statements. The Conference's financial statements comprise the balance sheets as of September 30, 2024, and 2023; the related statements of net cost, changes in net position, and budgetary resources for the fiscal years then ended; and the related notes to the financial statements. In our opinion, the Conference's financial statements present fairly, in all material respects, the Conference's financial position as of September 30, 2024, and 2023, and its net cost of operations, changes in net position, and budgetary resources for the fiscal years then ended in accordance with U.S. generally accepted accounting principles.

Basis for Opinion

We conducted our audits in accordance with U.S. generally accepted government auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Conference and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for:

- the preparation and fair presentation of the financial statements in accordance with U.S. generally accepted accounting principles;
- preparing, measuring, and presenting the RSI in accordance with U.S. generally accepted accounting principles;
- preparing and presenting other information included in the Conference's Performance and Accountability Report, and ensuring the consistency of that information with the audited financial statements and the RSI; and
- designing, implementing, and maintaining effective internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to (1) obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and (2) issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit of the financial statements conducted in accordance with U.S. generally accepted government auditing standards will always detect a material misstatement or a material weakness when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements, including omissions, are considered to be material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with U.S. generally accepted government auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to our audit of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Conference's internal control over financial reporting. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Perform other procedures we consider necessary in the circumstances.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the financial statement audit.

Required Supplementary Information

U.S. generally accepted accounting principles issued by the Federal Accounting Standards Advisory Board (FASAB) require that the RSI be presented to supplement the financial statements. Such information is the responsibility of management and, although not a part of the financial statements, is required by FASAB, which considers it to be an essential part of financial reporting for placing the financial statements in appropriate operational, economic, or historical context.

We have applied certain limited procedures to the RSI in accordance with U.S. generally accepted government auditing standards. These procedures consisted of (1) inquiring of management about the methods used to prepare the RSI and (2) comparing the RSI for consistency with management's responses to our inquiries, the financial statements, and other knowledge we obtained during the audit of the financial statements, in order to report omissions or material departures from FASAB guidelines, if any, identified by these limited procedures. We did not audit and we do not express an opinion or provide any assurance on the RSI because the limited procedures we applied do not provide sufficient evidence to express an opinion or provide any assurance.

Other Information

The Conference's other information contains a wide range of information, some of which is not directly related to the financial statements. This information is presented for purposes of additional analysis and is not a required part of the financial statements or the RSI. Management is responsible for the other information included in the Conference's Performance and Accountability Report. The other information comprises financial summaries and historical information but does not include the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Report on Internal Control over Financial Reporting

In connection with our audits of the Conference's financial statements, we considered the Conference's internal control over financial reporting, consistent with our auditor's responsibilities discussed below.

Results of Our Consideration of Internal Control over Financial Reporting

Our consideration of internal control was for the limited purpose described below, and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies or to express an opinion on the effectiveness of the Conference's internal control over financial reporting. Given these limitations, during our 2024 audit, we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

During our 2024 audit, we identified a deficiency in the Conference's internal control over financial reporting that we do not consider to be material weaknesses or significant deficiencies. Nonetheless, this deficiency warrants the Conference's management's attention. We have communicated this matter to the Conference's management and, where appropriate, will report on the item separately.

Basis for Results of Our Consideration of Internal Control over Financial Reporting

We performed our procedures related to the Conference's internal control over financial reporting in accordance with U.S. generally accepted government auditing standards and Office of Management and Budget audit guidance.

Responsibilities of Management for Internal Control over Financial Reporting

The Conference's management is responsible for designing, implementing, and maintaining effective internal control over financial reporting relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibilities for Internal Control over Financial Reporting

In planning and performing our audit of the Conference's financial statements as of and for the fiscal year ended September 30, 2024, in accordance with U.S. generally accepted government auditing standards, we considered the Conference's internal control relevant to the financial statement audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Conference's internal control over financial reporting. Accordingly, we do not express an opinion on the Conference's internal control over financial reporting. We are required to report all deficiencies that are considered to be significant deficiencies or material weaknesses. We did not consider all internal controls relevant to operating objectives, such as those controls relevant to preparing performance information and ensuring efficient operations.

Definition and Inherent Limitations of Internal Control over Financial Reporting

An entity's internal control over financial reporting is a process effected by those charged with governance, management, and other personnel. The objectives of internal control over financial reporting are to provide reasonable assurance that:

- transactions are properly recorded, processed, and summarized to permit the preparation of financial statements in accordance with U.S. generally accepted accounting principles, and assets are safeguarded against loss from unauthorized acquisition, use, or disposition, and
- transactions are executed in accordance with provisions of applicable laws, including those governing the use of budget authority, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements.

Because of its inherent limitations, internal control over financial reporting may not prevent, or detect and correct, misstatements due to fraud or error.

Intended Purpose of Report on Internal Control over Financial Reporting

The purpose of this report is solely to describe the scope of our consideration of the Conference's internal control over financial reporting and the results of our procedures, and not to provide an opinion on the effectiveness of the Conference's internal control over financial reporting. This report is an integral part of an audit performed in accordance with U.S. generally accepted government auditing standards in considering internal control over financial reporting. Accordingly, this report on internal control over financial reporting is not suitable for any other purpose.

Report on Compliance with Laws, Regulations, Contracts, and Grant Agreements

In connection with our audits of the Conference's financial statements, we tested compliance with selected provisions of applicable laws, regulations, contracts, and grant agreements consistent with our auditor's responsibilities discussed below.

Results of Our Tests for Compliance with Laws, Regulations, Contracts, and Grant Agreements

Our tests for compliance with selected provisions of applicable laws, regulations, contracts, and grant agreements disclosed no instances of noncompliance for fiscal year 2024 that would be reportable under U.S. generally accepted government auditing standards. However, the objective of our tests was not to provide an opinion on compliance with laws, regulations, contracts, and grant agreements applicable to the Conference. Accordingly, we do not express such an opinion.

Basis for Results of Our Tests for Compliance with Laws, Regulations, Contracts, and Grant Agreements

We performed our tests of compliance in accordance with U.S. generally accepted government auditing standards.

Responsibilities of Management for Compliance with Laws, Regulations, Contracts, and Grant Agreements

The Conference's management is responsible for complying with laws, regulations, contracts, and grant agreements applicable to the Conference.

Auditor's Responsibilities for Tests of Compliance with Laws, Regulations, Contracts, and Grant Agreements

Our responsibility is to test compliance with selected provisions of laws, regulations, contracts, and grant agreements applicable to the Conference that have a direct effect on the determination of material amounts and disclosures in the Conference's financial statements, and to perform certain other limited procedures. Accordingly, we did not test compliance with all provisions of laws, regulations, contracts, and grant agreements applicable to the Conference. We caution that noncompliance may occur and not be detected by these tests.

Intended Purpose of Report on Compliance with Laws, Regulations, Contracts, and Grant Agreements

The purpose of this report is solely to describe the scope of our testing of compliance with selected provisions of applicable laws, regulations, contracts, and grant agreements, and the results of that testing, and not to provide an opinion on compliance. This report is an integral part of an audit performed in accordance with U.S. generally accepted government auditing standards in considering compliance. Accordingly, this report on compliance with laws, regulations, contracts, and grant agreements is not suitable for any other purpose.

Rocha & Company, PC

Gaithersburg, MD

November 15, 2024

Administrative Conference of the United States

BALANCE SHEETS

As Of September 30, 2024 and 2023

(in dollars)

	2024	2023 (Reclassified)
Assets:		
Intragovernmental Assets:		
Fund Balance With Treasury	(Note 2) \$ 492,466.17	\$ 765,362.79
Total Intragovernmental Assets	492,466.17	765,362.79
Other than Intragovernmental Assets:		
Accounts Receivable, net	(Note 3) -	142.40
Property, Plant and Equipment, net	(Note 4) 7,034.16	12,821.49
Total Other than Intragovernmental Assets	7,034.16	12,963.89
Total Assets	\$ 499,500.33	\$ 778,326.68
Liabilities:		
Intragovernmental Liabilities:		
Accounts Payable	(Note 5) \$ 3,594.80	\$ 1,848.78
Other Liabilities	(Note 6) 13,238.45	9,712.68
Total Intragovernmental Liabilities	16,833.25	11,561.46
Other than Intragovernmental Liabilities:		
Accounts Payable	41,023.63	76,458.78
Federal Employee Salary, Leave, and Benefits Payable	226,742.87	199,243.87
Total Other than Intragovernmental Liabilities	267,766.50	275,702.65
Total Liabilities	\$ 284,599.75	\$ 287,264.11
Commitments and contingencies	(Note 7)	
Net Position:		
Unexpended Appropriations - All Other Funds (Consolidated Totals)	\$ 375,459.56	\$ 632,988.24
Cumulative Results of Operations - All Other Funds (Consolidated Totals)	(160,558.98)	(141,925.67)
Total Net Position - All Other Funds (Consolidated Totals)	214,900.58	491,062.57
Total Net Position	\$ 214,900.58	\$ 491,062.57
Total Liabilities and Net Position	\$ 499,500.33	\$ 778,326.68

The accompanying notes are an integral part of these statements.

Administrative Conference of the United States
STATEMENTS OF NET COST

For The Fiscal Years Ended September 30, 2024 and 2023
(in dollars)

	2024	2023
Gross Program Costs:		
Gross Costs	\$ 3,900,913.74	\$ 3,521,024.05
Less: Earned Revenue	-	87,500.00
Net Program Costs	<u>3,900,913.74</u>	<u>3,433,524.05</u>
Net Cost of Operations	<u>\$ 3,900,913.74</u>	<u>\$ 3,433,524.05</u>

The accompanying notes are an integral part of these statements.

Administrative Conference of the United States
STATEMENTS OF CHANGES IN NET POSITION
For The Fiscal Years Ended September 30, 2024 and 2023
(in dollars)

FY 2024 (CY)

	All Other Funds (Consolidated Totals)	Consolidated Total
Unexpended Appropriations:		
Beginning Balance	\$ 632,988.24	\$ 632,988.24
Appropriations received	3,430,000.00	3,430,000.00
Other Adjustments	(11,703.53)	(11,703.53)
Appropriations used	<u>(3,675,825.15)</u>	<u>(3,675,825.15)</u>
Net Change in Unexpended Appropriations	<u>(257,528.68)</u>	<u>(257,528.68)</u>
Total Unexpended Appropriations	<u>\$ 375,459.56</u>	<u>\$ 375,459.56</u>
Cumulative Results from Operations		
Beginning Balances	\$ (141,925.67)	\$ (141,925.67)
Appropriations used	3,675,825.15	3,675,825.15
Imputed Financing	206,455.28	206,455.28
Net Cost of Operations	<u>(3,900,913.74)</u>	<u>(3,900,913.74)</u>
Net Change in Cumulative Results of Operations	<u>(18,633.31)</u>	<u>(18,633.31)</u>
Total Cumulative Results of Operations	<u>(160,558.98)</u>	<u>(160,558.98)</u>
Net Position	<u>\$ 214,900.58</u>	<u>\$ 214,900.58</u>

The accompanying notes are an integral part of these statements.

Administrative Conference of the United States
STATEMENTS OF CHANGES IN NET POSITION
For The Fiscal Years Ended September 30, 2024 and 2023
(in dollars)

FY 2023 (PY)

	All Other Funds (Consolidated Totals)	Consolidated Total
Unexpended Appropriations:		
Beginning Balance	\$ 458,120.89	\$ 458,120.89
Adjustments (+/-)		
Corrections of errors (+/-)	20,274.00	20,274.00
Beginning balance, as adjusted	478,394.89	478,394.89
Appropriations received	3,465,000.00	3,465,000.00
Other Adjustments (+/-)	(20,073.76)	(20,073.76)
Appropriations used	(3,290,332.89)	(3,290,332.89)
Net Change in Unexpended Appropriations	154,593.35	154,593.35
Total Unexpended Appropriations	\$ 632,988.24	\$ 632,988.24
Cumulative Results from Operations		
Beginning Balances	\$ (117,605.28)	\$ (117,605.28)
Adjustments: (+/-)		
Corrections of errors (+/-)	(20,274.00)	(20,274.00)
Beginning balances, as adjusted	(137,879.28)	(137,879.28)
Appropriations used	3,290,332.89	3,290,332.89
Imputed Financing	139,144.77	139,144.77
Net Cost of Operations	(3,433,524.05)	(3,433,524.05)
Net Change in Cumulative Results of Operations	(4,046.39)	(4,046.39)
Total Cumulative Results of Operations	(141,925.67)	(141,925.67)
Net Position	\$ 491,062.57	\$ 491,062.57

The accompanying notes are an integral part of these statements.

Administrative Conference of the United States
STATEMENTS OF BUDGETARY RESOURCES

For The Fiscal Years Ended September 30, 2024 and 2023
(in dollars)

	2024 Budgetary	2023 Budgetary
Budgetary resources:		
Unobligated balance from prior year budget authority, net (discretionary and mandatory)	(Note 11) \$ 287,646.52	\$ 347,130.63
Appropriations (discretionary and mandatory)	3,430,000.00	3,465,000.00
Total budgetary resources	\$ 3,717,646.52	\$ 3,812,130.63
Status of budgetary resources:		
New obligations and upward adjustments (total)	(Note 8) \$ 3,605,664.47	\$ 3,525,694.57
Unobligated balance, end of year:		
Apportioned, unexpired account	52,850.11	221,309.24
Unapportioned, unexpired accounts	-	-
Unexpired unobligated balance, end of year	52,850.11	221,309.24
Expired unobligated balance, end of year	59,131.94	65,126.82
Unobligated balance, end of year (total)	111,982.05	286,436.06
Total budgetary resources	\$ 3,717,646.52	\$ 3,812,130.63
Outlay, net:		
Outlays, net (total) (discretionary and mandatory)	\$ 3,691,193.09	\$ 3,247,110.00
Agency outlays, net (discretionary and mandatory)	\$ 3,691,193.09	\$ 3,247,110.00

The accompanying notes are an integral part of these statements.

Administrative Conference of the United States
Notes to Financial Statements
September 30, 2024 and 2023
(in dollars)

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES

(a) Reporting Entity

The Administrative Conference of the United States (Conference) is an independent agency of the Executive Branch of the United States Government. The Conference has been re-established after an absence of over 14 years. ACUS was created in 1968 as an independent agency of the federal government, for the purpose of developing recommendations to improve the fairness and effectiveness of the rulemaking, adjudication, licensing, and investigative functions of federal agency programs.

The Conference ceased operations on October 31, 1995, due to termination of funding by Congress, but the statutory provisions that established the Conference were not repealed. Subsequently, Congress reauthorized the Conference in 2004 and again in 2008. The 2004 legislation expanded the responsibilities of the Conference to include specific attention to achieving more effective public participation and efficiency, reducing unnecessary litigation, and improving the use of science in the rulemaking process. Funding was approved in 2009, and the Conference was officially re-established in April 2010, when the Senate confirmed President Obama's nominee, Paul Verkuil as Chairman. Mr. Andrew Fois was confirmed as the Chair of the Conference in May 2022.

(b) Basis of Presentation

These financial statements have been prepared from the accounting records of the Conference in accordance with Generally Accepted Accounting Principles (GAAP), as promulgated by the Federal Accounting Standards Advisory Board (FASAB); and the form and content for entity financial statements specified in Office of Management and Budget's (OMB) Circular A-136, *"Financial Reporting Requirements."* GAAP for Federal entities is the hierarchy of accounting principles prescribed in Statement of Federal Financial Accounting Standards (SFFAS) 34, *"The Hierarchy of Generally Accepted Accounting Principles, Including the Application of Standards issued by the Financial Accounting Standards Board."*

OMB Circular A-136, requires agencies to prepare principal statements, which include a Balance Sheet, a Statement of Net Cost, a Statement of Changes in Net Position, and a Statement of Budgetary Resources. The Balance Sheet presents, as of September 30, 2024 and 2023, amounts of future economic benefits owned or managed by the Conference (assets); amounts owed by the Conference (liabilities); and amounts, which comprise the difference (net position). The Statement of Net Cost reports the full cost of the Conference's operations, which includes costs of identifiable supporting services provided by other federal agencies. The Statement of Budgetary Resources reports the Conference's budgetary activity.

Administrative Conference of the United States
Notes to Financial Statements
September 30, 2024 and 2023
(in dollars)

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

(c) Basis of Accounting

Transactions are recorded on the accrual basis of accounting in accordance with OMB Circular A-136. Under the accrual basis of accounting, revenues are recognized when earned, and expenses are recognized when a liability is incurred, without regard to the receipt or payment of cash.

(d) Use of Estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results may differ from those estimates.

(e) Budgets and Budgetary Accounting

The Conference follows standard federal budgetary accounting policies and practices in accordance with OMB Circular A-11, *“Preparation, Submission, and Execution of the Budget.”* Budgetary accounting facilitates compliance with legal constraints and controls over the use of federal funds. The Conference recognizes budgetary resources as assets when cash (funds held by Treasury) is made available through warrants and when spending authority from the offsetting collection is incurred.

(f) Revenues and Other Financing Sources

The Conference received the funding necessary to support its programs, from appropriations in FY2019 through FY2024. None of the appropriations are “earmarked” funds.

(g) Imputed Financing Sources

In certain instances, operating costs of the Conference are paid out of funds appropriated to other federal agencies. In accordance with SFFAS 5, *“Accounting for Liabilities of the Federal Government,”* all expenses of a federal entity should be reported by that agency, regardless of whether the agency will ultimately pay those expenses. Amounts for certain expenses of the Conference, which will be paid by other federal agencies, are recorded in the Statement of Net Cost. A related amount is recognized in the Statement of Changes in Net Position as an imputed financing source. The Conference records imputed expenses and financing sources for employee retirement plan contributions, group term life insurance, and health benefit costs, which are paid by the Office of Personnel Management (OPM). The amount of imputed costs for FY2024 and FY2023 were \$206,455.28 and \$139,144.77, respectively.

Administrative Conference of the United States
Notes to Financial Statements
September 30, 2024 and 2023
(in dollars)

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

(h) Personnel Compensation and Benefits

Salaries and wages of employees are recognized as accrued payroll expenses and related liabilities, as earned. These expenses are recognized as a funded liability when accrued. Annual leave is accrued as it is earned by employees, and is included in personnel compensation and benefit costs. An unfunded liability is recognized for earned, but unused annual leave, since from a budgetary standpoint, this annual leave will be paid from future appropriations when employees use the leave. The amount accrued is based upon current pay rates for employees. Sick leave and other types of leave that are not vested are expensed when used, and no future liability is recognized for these amounts.

The Conference's employees participate in the Federal Employees Retirement System (FERS), which became effective on January 1, 1987. The Conference and its employees contribute to this system. Although the Conference funds a portion of the benefits under FERS, and makes the necessary payroll withholdings, it does not report assets associated with these benefit plans, in accordance with SFFAS 5.

For FERS employees, the Conference contributes an amount equal to 18.4% or 16.5% (dependent on the FERS plan of the participant) of the employees' basic pay to the plan.

FERS employees are eligible to participate in the Thrift Savings Plan (TSP). The TSP is a defined contribution retirement plan, intended to supplement the benefits provided under FERS. For FERS employees, the Conference contributes an amount equal to 1% of the employee's basic pay to the TSP, and matches employee contributions up to an additional 4%.

OPM is responsible for reporting assets, accumulated plan benefits, and unfunded liabilities, if any, applicable to FERS employees, government-wide, including the Conference's employees. The Conference has recognized an Imputed Cost and Imputed Financing Source for the difference between the estimated service cost and the contributions made by the Conference and its covered employees. The estimated cost of pension benefits is based on rates issued by OPM.

Administrative Conference of the United States
Notes to Financial Statements
September 30, 2024 and 2023
(in dollars)

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

(h) Personnel Compensation and Benefits (continued)

Employees are entitled to participate in the Federal Employees Group Life Insurance (FEGLI) Program. Participating employees can obtain “basic life” term life insurance, with the employee paying two-thirds of the cost, and the Conference paying one-third. Additional coverage is optional, to be paid fully by the employee. The basic life coverage may be continued into retirement if certain requirements are met. OPM administers the FEGLI program, and is responsible for the reporting of related liabilities. Each fiscal year, OPM calculates the U.S. Government’s service cost for the post-retirement portion of basic life coverage. Because the Conference’s contributions to the basic life coverage are fully allocated by OPM to the pre-retirement portion of coverage, the Conference has recognized the entire service cost of the post-retirement portion of basic life coverage as an Imputed Cost and Imputed Financing Source.

(i) Assets and Liabilities

Intra-governmental assets and liabilities arise from transactions between the Conference and other Federal entities.

Funds with the U.S. Treasury comprise the majority of assets on the Conference’s balance sheet. All other assets result from activity with non-federal sources.

Liabilities represent amounts that are likely to be paid by the Conference as a result of transactions that have already occurred. The accounts payable portion of liabilities consists of amounts owed to federal agencies and commercial vendors, for goods, services, and other expenses received, but not yet paid.

Liabilities covered by budgetary or other resources are those liabilities of the Conference for which Congress has appropriated funds, or funding is otherwise available to pay amounts due.

(j) Fund Balance with Treasury

The U.S. Department of the Treasury (Treasury) processes the Conference’s receipts and disbursements. Fund Balance with Treasury is the aggregate amount of the agency’s accounts with Treasury for which the agency is authorized to liquidate obligations, pay funded liabilities, and make expenditures. The fund balance is increased through the receipt of Treasury warrants for appropriations. The Fund Balance with Treasury is reduced through non-expenditure Treasury Warrants for recissions, disbursements, and other expenditure cash outflows of funds.

The Conference’s funds with the U.S. Treasury are cash balances from appropriations as of the fiscal year-end from which the Conference is authorized to make expenditures and pay liabilities resulting from operational activity.

Administrative Conference of the United States
Notes to Financial Statements
September 30, 2024 and 2023
(in dollars)

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

(k) Property, Plant, and Equipment (PPE)

PPE consists of capitalized equipment, furniture and fixtures, and software. There are no restrictions on the use or convertibility of property, plant, or equipment.

The Conference capitalizes PPE with a useful life of at least two (2) years and individually costing more than \$5,000 (\$15,000 for leasehold improvements). Bulk purchases of lesser value items are capitalized when the aggregate cost is \$10,000 or greater.

Assets are depreciated on a straight-line basis over the estimated used life of the property. Information Technology (IT) equipment and software is depreciated over a useful life of five (5) years. All other equipment is depreciated over a five (5) year useful life, and leasehold improvements are depreciated over the seven (7) years, or the remaining life of the lease.

(l) Prepaid and Deferred Charges

Payments in advance of the receipt of goods and services are recorded as prepaid charges at the time of prepayment and recognized as expenses when the related goods and services are received.

(m) Liabilities

Liabilities represent amounts expected to be paid as the result of a transaction or event that has already occurred. Liabilities covered by budgetary resources are liabilities incurred, which are covered by realized budgetary resources as of the balance sheet date. Available budgetary resources include new budget authority, spending authority from the offsetting collections, recoveries of unexpired budget authority through downward adjustments of prior year obligations, and unobligated balances of budgetary resources at the beginning of the year. Unfunded liabilities are not considered to be covered by such budgetary resources. Examples of unfunded liabilities are actuarial liabilities for future Federal Employees' Compensation Act payments and annual leave. The Government, acting in its sovereign capacity, can abrogate liabilities arising from other than contracts.

(n) Contingencies

The criteria for recognizing contingencies for claims are: (1) a past event or exchange transaction has occurred as of the date of the statements; (2) a future outflow or other sacrifice of resources is probable; and (3) the future outflow or sacrifice of resources is measurable (reasonably estimated). The Conference recognizes material contingent liabilities in the form of claims, legal action, administrative proceedings and environmental suits that have been brought to the attention of legal counsel, some of which will be paid by the Treasury Judgment Fund. It is the opinion of management and legal counsel that the ultimate resolution of these proceedings, actions and claims, will not materially affect the financial position or results of operations.

Administrative Conference of the United States
Notes to Financial Statements
September 30, 2024 and 2023
(in dollars)

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

(o) Net Position

Net position consists of unexpended appropriations and cumulative results of operations. Unexpended appropriations represent amounts of budget authority to include unobligated or obligated balances not rescinded or withdrawn. Cumulative results of operations are comprised of the following: (1) the difference between revenues and expenses, (2) the net amount of transfers of assets in and out, without reimbursement; and (3) donations, all since inception of the fund(s).

(p) Classified Activities

Accounting standards require all reporting entities to disclose that accounting standards allow certain presentations and disclosures to be modified, if needed, to prevent the disclosure of classified information.

(q) Reclassification of Prior Year Amounts

These financial statements for FY 2024 and FY 2023 (prior year) are presented on a comparative basis. ACUS has reclassified the FY 2023 balance sheet data related to Federal Employee Salary, Leave, and Benefits payable for a comparable format in accordance with U.S. Treasury's updated U.S. Standard General Financial Statement Crosswalk for FY 2024.

Administrative Conference of the United States
Notes to Financial Statements
September 30, 2024 and 2023
(in dollars)

NOTE 2 – FUND BALANCE WITH TREASURY

The Conference’s funds with the U.S. Treasury consist only of appropriated funds. In FY 2024, the Conference received a multi-year appropriation of \$3,430,000. In FY 2023, the Conference received a multi-year appropriation of \$3,465,000. The status of these funds as of September 30, 2024 and 2023, is as follows:

	2024	2023
A. Fund Balance with Treasury		
General Fund	\$ 492,466.17	\$ 765,362.79
Total	\$ 492,466.17	\$ 765,362.79
 B. Status of Fund Balance with Treasury		
1) Unobligated Balance		
a) Available	\$ 52,850.11	\$ 221,309.24
b) Unavailable	59,131.94	65,126.82
2) Obligated Balance not yet Disbursed	380,484.12	478,926.73
Total	\$ 492,466.17	\$ 765,362.79

NOTE 3 – ACCOUNTS RECEIVABLE, NET

Accounts receivable as of September 30, 2024, and September 30, 2023, were \$0 and \$142.40, respectively. The specific write-off method is to be used for any uncollectible receivables.

	2024	2023
Accounts Receivable		
Other than Intragovernmental	\$ -	\$ 142.40
Total	\$ -	\$ 142.40

NOTE 4 - GENERAL PROPERTY, PLANT AND EQUIPMENT, NET

The Conference’s total cost, accumulated depreciation, and net book value for PPE for the years ended September 30, 2024, and 2023 is as follows. Depreciation expense for the fiscal years ended September 30, 2024, and September 30, 2023, was \$5,787.33 and \$8,235.92, respectively.

Administrative Conference of the United States
Notes to Financial Statements
September 30, 2024 and 2023
(in dollars)

NOTE 4 - GENERAL PROPERTY, PLANT AND EQUIPMENT, NET (CONTINUED)

2024	Equipment	Leasehold Improvements	Software	Total
Cost, beginning of year	\$ 369,855.87	\$ 41,248.00	\$ -	\$ 411,103.87
Accum. Depr.	\$ (362,821.71)	\$ (41,248.00)	\$ -	\$ (404,069.71)
Net Book Value	<u>\$ 7,034.16</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 7,034.16</u>

2023	Equipment	Leasehold Improvements	Software	Total
Cost basis, beginning of year	\$ 369,855.87	\$ 41,248.00	\$ -	\$ 411,103.87
Accum. Depr.	(360,470.56)	(37,811.82)	-	(398,282.38)
Net Book Value	<u>\$ 9,385.31</u>	<u>\$ 3,436.18</u>	<u>\$ -</u>	<u>\$ 12,821.49</u>

NOTE 5 – LIABILITIES NOT COVERED BY BUDGETARY RESOURCES

Liabilities not covered by budgetary resources require future congressional action whereas liabilities covered by budgetary resources reflect prior congressional action. Regardless of when the congressional action occurs, when the liabilities are liquidated, Treasury will finance the liquidation in the same way that it finances all other disbursements, using some combination of receipts, other inflows, and borrowing from the public (if there is a budget deficit). The composition of liabilities not covered by budgetary resources as of September 30, 2024, and 2023 is as follows:

Liabilities not Covered by Budgetary Resources		
	2024	2023
Unfunded Leave	<u>\$ 178,993.14</u>	<u>\$ 166,289.56</u>
Total Other than Intragovernmental Liabilities Not covered By Budgetary Resources	<u>178,993.14</u>	<u>166,289.56</u>
Total Liabilities Not Covered by Budgetary Resources	178,993.14	166,289.56
Total Liabilities Covered by Budgetary Resources	<u>105,606.61</u>	<u>120,974.55</u>
Total Liabilities	<u>\$ 284,599.75</u>	<u>\$ 287,264.11</u>

Administrative Conference of the United States
Notes to Financial Statements
September 30, 2024 and 2023
(in dollars)

NOTE 6 – OTHER LIABILITIES

Other liabilities the years ended September 30, 2024, and 2023 consist of Employer Contributions and Payroll Taxes Payable as shown below.

	2024	
	Current	Total
Intragovernmental Employer contributions and payroll taxes payable	\$ 13,238.45	\$ 13,238.45
Total Other Liabilities	<u>\$ 13,238.45</u>	<u>\$ 13,238.45</u>
	2023	
	Current	Total
Intragovernmental Employer contributions and payroll taxes payable	\$ 9,712.68	\$ 9,712.68
Total Other Liabilities	<u>\$ 9,712.68</u>	<u>\$ 9,712.68</u>

NOTE 7 – LEASES

Entity as Lessee:

The Conference leases office space, located at 1120 20th Street, NW; Suites 702 and 706 South, in Washington, DC from another federal agency. The lease was entered into, and became effective, on August 9, 2020; and has a term of 180 months. The lease terminates on August 8, 2035.

The following is a schedule of future minimum lease payments required by the lease:

2025	\$429,081.14
2026	\$434,574.91
2027	\$440,233.48
2028	\$423,854.40
2029	\$408,526.97
2030-2034	\$2,118,847.27
2035	<u>\$353,311.66</u>
Total Future Lease Payments	<u>\$4,608,430.23</u>

Lease payments for the years ended September 30, 2024 and 2023 were \$403,303.90 and \$397,831.05, respectively.

Administrative Conference of the United States
Notes to Financial Statements
September 30, 2024 and 2023
(in dollars)

NOTE 8 – APPORTIONMENT CATEGORIES OF NEW OBLIGATIONS AND UPWARD ADJUSTMENTS: DIRECT VS REIMBURSABLE OBLIGATIONS

The Conference is subject to apportionment. All direct obligations are category B, which is the amount of direct obligations incurred against amounts apportioned under category B on the latest SF 132. All reimbursable obligations are category B, which is the amount of reimbursable obligations incurred against amounts apportioned under category B on the latest SF132.

	Total 2024	Total 2023
Direct		
Intragovernmental costs		
Category B	\$ 3,605,664.47	\$ 3,438,194.57
Reimbursable		
Category B	-	87,500.00
Total Obligations	\$ 3,605,664.47	\$ 3,525,694.57

NOTE 9 – UNDELIVERED ORDERS AT THE END OF THE PERIOD

The amount of budgetary resources obligated for undelivered orders was \$274,877.51 and \$357,952.18 as of September 30, 2024, and 2023, respectively.

	Unpaid Undelivered Orders	Paid Undelivered Orders	Total Undelivered Orders
2024	\$ 274,877.51	\$ -	\$ 274,877.51
2023	\$ 357,952.18	\$ -	\$ 357,952.18

NOTE 10 – EXPLANATION OF DIFFERENCES BETWEEN THE SBR AND THE BUDGET OF THE US GOVERNMENT

SFFAS No. 7, Accounting for Revenue and Other Financing Sources and Concepts for Reconciling Budgetary and Financial Accounting, requires an explanation of material differences between budgetary resources available, the status of those resources and outlays as presented in the Statement of Budgetary Resources to the related actual balances published in the *Budget of the United States Government* (Budget). The Budget that will include FY 2024 actual budgetary execution information is scheduled for publication in February 2025, which will be available through OMB’s website at <http://www.whitehouse.gov/omb>. Accordingly, information required for such disclosure is not available at the time of publication of these financial statements.

Administrative Conference of the United States
Notes to Financial Statements
September 30, 2024 and 2023
(in dollars)

NOTE 10 – EXPLANATION OF DIFFERENCES BETWEEN THE SBR AND THE BUDGET OF THE US GOVERNMENT (CONTINUED)

Balances reported in the FY 2023 SBR and the related President’s Budget reflected the following:

FY2023	Budgetary Resources	New Obligations & Upward Adjustments (Total)	Distributed Offsetting Receipts	Net Outlays
Statement of Budgetary Resources	\$ 3,812,130.63	\$ 3,525,694.57	\$ -	\$ 3,247,110.00
<i>Budget of the U.S. Government</i>	<u>3,000,000.00</u>	<u>3,000,000.00</u>	<u>-</u>	<u>3,000,000.00</u>
Differences	<u>\$ 812,130.63</u>	<u>\$ 525,694.57</u>	<u>\$ -</u>	<u>\$ 247,110.00</u>

The difference between the Statement of Budgetary Resources and the *Budget of the United States Government* for budgetary resources, obligations incurred and net outlays are primarily due to rounding. A portion of the difference in the budgetary resources is due to expired unobligated balances being reported in the Statement of Budgetary Resources but not in the Budget of the United States Government.

Administrative Conference of the United States
Notes to Financial Statements
September 30, 2024 and 2023
(in dollars)

NOTE 11 – NET ADJUSTMENTS TO UNOBLIGATED BALANCE BROUGHT FORWARD, OCTOBER 1

During the fiscal years ended September 30, 2024, and 2023, certain adjustments were made to the balance of unobligated budgetary resources available as of October 1, 2023, and 2022. These adjustments include, among other things, upward adjustments to undelivered and delivered orders that were obligated in a prior fiscal year. The adjustments during the fiscal year ended September 30, 2024, and 2023 are presented below.

	<u>2024</u>	<u>2023</u>
Unobligated balance, brought forward from prior year	<u>\$ 286,436.06</u>	<u>\$ 367,204.39</u>
Adjustments made during the current year		
Recoveries of prior year unpaid obligations	9,855.99	-
Recoveries of prior year paid obligations	3,058.00	-
Balance withdrawn to Treasury (expiring fund)	<u>(11,703.53)</u>	<u>(20,073.76)</u>
Unobligated balance brought from prior year budget authority	<u>\$ 287,646.52</u>	<u>\$ 347,130.63</u>

Administrative Conference of the United States
Notes to Financial Statements
September 30, 2024 and 2023
(in dollars)

NOTE 12 – RECONCILIATION OF NET COST TO OUTLAYS

The Conference has reconciled its budgetary obligations and non-budgetary resources available to its net cost of operations.

	FY 2024		
	Intragovernmental	Other Than Intragovernmental	Total
	\$ 1,326,694.44	\$ 2,574,219.30	\$ 3,900,913.74
Components of Net Operating Cost Not Part of the Budgetary Outlays			
Property, plant, and equipment depreciation	-	(5,787.33)	(5,787.33)
Increase/(Decrease) in Assets not affecting Budget Outlays:			
Accounts receivable	-	(142.40)	(142.40)
(Increase)/Decrease in Liabilities not affecting Budget Outlays:			
Accounts payable	(1,746.02)	35,435.15	33,689.13
Other liabilities	(3,525.77)	-	(3,525.77)
Federal employee, salary, and benefits payable	-	(27,499.00)	(27,499.00)
Other financing sources			
Imputed Cost	(206,455.28)	-	(206,455.28)
Total Components of Net Operating Cost Not Part of the Budget Outlays	(211,727.07)	2,006.42	(209,720.65)
Net Outlays (Calculated Total)	1,114,967.37	2,576,225.72	\$ 3,691,193.09
Related Amounts on the Statement of Budgetary Resources			
Outlays, net (SBR Line 4190)			3,691,193.09
Agency Outlays, Net (SBR Line 4210)			\$ 3,691,193.09

Administrative Conference of the United States
Notes to Financial Statements
September 30, 2024 and 2023
(in dollars)

NOTE 12 – RECONCILIATION OF NET COST TO OUTLAYS (CONTINUED)

	FY2023	Other Than	
	Intragovernmental	Intragovernmental	Total
Net Operating Cost (SNC)	<u>\$ 1,016,702.00</u>	<u>\$ 2,416,822.05</u>	<u>\$ 3,433,524.05</u>
Components of Net Operating Cost Not Part of the Budgetary Outlays			
Property, plant, and equipment depreciation	-	(8,235.92)	(8,235.92)
Increase/(Decrease) in Assets not affecting Budget Outlays:			
Accounts receivable	-	142.40	142.40
(Increase)/Decrease in Liabilities not affecting Budget Outlays:			
Accounts payable	(1,848.78)	(37,366.57)	(39,215.35)
Other liabilities	(1,372.88)	-	(1,372.88)
Federal employee, salary, leave, and benefits payable	-	1,412.47	1,412.47
Other financing sources			
Imputed Cost	<u>(139,144.77)</u>	<u>-</u>	<u>(139,144.77)</u>
Total Components of Net Operating Cost Not Part of the Budget Outlays	<u>(142,366.43)</u>	<u>(44,047.62)</u>	<u>(186,414.05)</u>
Net Outlays (Calculated Total)	<u>874,335.57</u>	<u>2,372,774.43</u>	<u>\$ 3,247,110.00</u>
Related Amounts on the Statement of Budgetary Resources			
Outlays, net (SBR Line 4190)			3,247,110.00
Agency Outlays, Net (SBR Line 4210)			<u>\$ 3,247,110.00</u>

NOTE 13 – INTER-ENTITY COSTS

Goods and services are received from other Federal entities at no cost or at a cost less than the full cost to the providing Federal entity. Consistent with accounting standards, certain costs of the providing entity that are not fully reimbursed by ACUS are recognized as imputed costs, and are offset by imputed revenue. Such imputed costs and revenues relate to business-type activities, employee benefits, and claims to be settled by the Treasury Judgment Fund.

NOTE 14 – SUBSEQUENT EVENTS

In preparing these financial statements, management has evaluated events and transactions for potential recognition or disclosure through November 15, 2024, which is the date the financial statements were issued.



ADMINISTRATIVE CONFERENCE OF THE UNITED STATES

November 15, 2024

Christopher Toht
Rocha & Company, PC
9801 Washingtonian Blvd., Ste. 710
Gaithersburg, MD 20878

Dear Mr. Toht:

We are providing this letter in connection with your audits of the balance sheets of the **Administrative Conference of the United States (the Conference)** as of September 30, 2024, and 2023, and the related statements of net costs, changes in net position, and budgetary resources for the years then ended, and the related notes to the financial statements, hereinafter referred to as the “financial statements”.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

Except where otherwise stated below, immaterial matters less than \$2,000 collectively are not considered to be exceptions that require disclosure for the purpose of the following representations. This amount is not necessarily indicative of amounts that would require adjustment to or disclosure in the financial statements. Such quantitative materiality considerations do not apply to representations that are not directly related to amounts included in the financial statements, required supplementary information (RSI) and other information.

We confirm, as of November 15, 2024, the following representations made to you during your audits. These representations pertain to both years’ financial statements and update the representations we provided in the prior year.

Financial Statements, RSI, and Other Information

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated October 29, 2024, for the preparation and fair presentation of the financial statements, including related notes, in accordance with U.S. generally accepted accounting principles (U.S. GAAP), issued by the Federal Accounting Standards Advisory Board. The financial statements are fairly presented in accordance with U.S. GAAP.
2. We have fulfilled our responsibilities for the measurement, preparation, and presentation of the RSI in accordance with prescribed guidelines established in U.S. GAAP.
 - a. The RSI is measured and presented in accordance with prescribed guidelines in U.S. GAAP, is consistent with the financial statements, and contains no material misstatement of fact.
 - b. There are no changes in the methods of measurement or presentation of the RSI from the prior year.
 - c. There are no significant assumptions or interpretations underlying the measurement or presentation of the RSI.



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3. We have fulfilled our responsibilities for the preparation and presentation of the other information (OI) included in the Conference's Performance and Accountability Report and for ensuring the consistency of that information with the audited financial statements and RSI.
 - a. The OI included in the Conference's Performance and Accountability Report is consistent with the financial statements and RSI and contains no material misstatement of fact.
 - b. There are no changes in the methods of measurement or presentation of the OI from the prior year.
 - c. There are no significant assumptions or interpretations underlying the measurement or presentation of the OI.
4. The methods, data, and significant assumptions that we used in making accounting estimates and their related note disclosures are appropriate to achieve recognition, measurement, or disclosure that is reasonable in the context of U.S. GAAP.
5. We have provided you with all relevant information and access, as agreed upon in the terms of the audit engagement letter, including the following:
 - a. access to all information that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters;
 - b. additional information that you have requested from us for the purpose of the audit, including
 - i. minutes of meetings, or summaries of actions of recent meetings for which minutes have not been prepared, of the Council Members and
 - ii. any communications from the Office of Management and Budget (OMB) or the Department of the Treasury's Bureau of the Fiscal Service concerning noncompliance with, or deficiencies in, financial reporting practices;
 - c. unrestricted access to and full cooperation of personnel within the entity from whom you determined it necessary to obtain audit evidence; and
 - d. all reports obtained from the Conference's service organizations.
6. Except as disclosed to you in writing, there have been none of the following:
 - a. Circumstances that have resulted in communications from the Conference's legal counsel reporting evidence of a material violation of law or breach of fiduciary duty, or similar violations by the Conference or any agent thereof.
 - b. Communications from regulatory or oversight agencies (such as OMB and GAO), other government entities or agencies, governmental representatives, employees, or others concerning investigations or allegations of noncompliance with laws or regulations, deficiencies in financial reporting practices, or other matters that could have a material adverse effect on the financial statements, RSI, and OI.
7. All transactions have been recorded in the accounting records and are reflected in the financial statements.
8. There are no uncorrected misstatements in the financial statements, as we have corrected the financial statements for any misstatements you have identified during the audit and communicated to us.
9. The Conference has satisfactory title to all owned assets. There are no liens or encumbrances on these assets, and no assets have been pledged. The Conference has no stewardship land or heritage assets.



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10. We have no plans or intentions that may materially affect the recognition, measurement, presentation, disclosure, or classification of assets and liabilities.
11. We have disclosed to you the identities of all the Conference's disclosure entities, related parties, and public-private partnerships, and all the relationships and transactions related to them.
12. All relationships and transactions with disclosure entities, related parties, and public-private partnerships have been appropriately accounted for and disclosed in the financial statements in accordance with U.S. GAAP and do not prevent the financial statements from achieving fair presentation.
13. There are no guarantees under which the Conference is contingently liable that require reporting or disclosure in the financial statements.
14. We are not aware of any pending or threatened litigation and claims whose effects should be considered when preparing the financial statements.
15. All events or transactions subsequent to September 30, 2024, and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed in the financial statements.
16. There are no changes in accounting principle that affect the consistency of the financial statements between the periods presented.

Intragovernmental Activities

17. All intra-entity transactions and balances have been appropriately identified and eliminated for financial reporting purposes. All intragovernmental transactions and activities have been appropriately identified, recorded, and disclosed in the financial statements. There are no material unresolved differences in intragovernmental transactions and balances with Federal entity trading partners, and appropriate adjustments have been made to address reconciling items.

Internal Control

18. We acknowledge our responsibility for designing, implementing, and maintaining effective internal control over financial reporting relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
19. We have fulfilled our responsibility for designing, implementing, and maintaining effective internal control over financial reporting relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
20. We are not aware of any significant deficiencies and material weaknesses in the design or operation of internal control over financial reporting that existed at any time during the years ended September 30, 2024, and 2023.
21. During the audit of the financial statements for the year ended September 30, 2023, Rocha & Company, PC did not communicate any significant deficiencies or material weaknesses to us.
22. We have identified to you all previous audits, attestation engagements, and other studies that relate to the objectives of this audit, including whether related recommendations have been implemented.
23. There have been no changes to internal control over financial reporting subsequent to September 30, 2024, or other conditions that might significantly affect internal control over financial reporting.

Fraud

24. We acknowledge our responsibility for designing, implementing, and maintaining effective internal control to prevent and detect fraud.



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25. We have fulfilled our responsibility for designing, implementing, and maintaining effective internal control to prevent or detect fraud.
26. We have no knowledge of any fraud or suspected fraud that affects the entity and involves (1) management, (2) employees who have significant roles in internal control over financial reporting, or (3) others when the fraud could have a material effect on the financial statements.
27. We have no knowledge of any fraud or suspected fraud that resulted in a material misstatement to the Conference's financial statements or RSI.
28. We have no knowledge of any allegations of fraud or suspected fraud affecting the financial statements communicated by employees, former employees, or others.
29. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
30. We have no knowledge of any officer of the Conference, or any other person acting under the direction thereof, having taken any action to fraudulently influence, coerce, manipulate, or mislead you during your audit.

Compliance with Applicable Laws, Regulations, Contracts, and Grant Agreements

31. We are responsible for complying with laws, regulations, contracts, and grant agreements applicable to the Conference.
32. We have identified and disclosed to you all provisions of laws, regulations, contracts, and grant agreements applicable to the Conference, noncompliance with which could have a material effect on the financial statements.
33. There are no instances of noncompliance or suspected noncompliance with laws, regulations, contracts, and grant agreements applicable to the Conference whose effects should be considered when preparing the financial statements.
34. We are not aware of any violations, or potential violations, of the Antideficiency Act for the years ended September 30, 2024, and 2023, and through the date of this letter.

Budgetary and Restricted Funds

35. The information presented in the Conference's statement of budgetary resources is reconcilable to the information submitted in its year-end Reports on Budget Execution and Budgetary Resources (SF-133). This information will be used as input for the fiscal year 2024 actual-year column of the Program and Financing Schedules reported in the fiscal year 2025 *Budget of the U.S. Government*. Such information is supported by the related financial records and data.
36. There are no material dedicated collections or other material restricted funds that require presentation and disclosure in the financial statements.

Service Organizations

37. Service organizations and subservice organizations that we use have not reported to us, nor are we otherwise aware of, any (1) fraud; (2) noncompliance with applicable laws, regulations, contracts, or grant agreements; or (3) uncorrected misstatements affecting the financial statements that are attributable to such service or subservice, if any organizations.
38. Service organizations and subservice organizations that we use have not reported to us, nor are we otherwise aware of, any changes in the design, implementation, or operating effectiveness of internal controls at the service organizations or subservice organizations, if any subsequent to the effective dates of the service and subservice organizations' report(s) provided to you that could (1) affect the risks of material misstatement of the financial



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39. statements or (2) result in material misstatements of the financial statements arising from processing errors that would not be prevented, or detected and corrected, on a timely basis.

Andrew Fois
Chairman

Harry Seidman
Chief Financial and Operations Officer