



February 20, 2020

MEMORANDUM FOR: Jay Hoffman
Chief Financial Officer
U.S. Patent and Trademark Office

FROM: Richard Bachman
Assistant Inspector General for Audit and Evaluation

SUBJECT: Fiscal Year 2020 USPTO Financial Statements Audit (#2020-365)

Our office contracted with KPMG LLP, an independent certified public accounting firm, to audit the U.S. Patent and Trademark Office's (USPTO's) fiscal year 2020 financial statements. The audit will be conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and Office of Management and Budget (OMB) requirements.

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

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

The entrance conference is scheduled for March 17, 2020, at which time KPMG will discuss the audit objectives and scope in more detail. If you have any questions, please call me at (202) 482-2877 or Patricia McBarnette, Audit Director, at (202) 482-3391.

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

cc: Thomas F. Gilman, Chief Financial Officer and Assistant Secretary for Administration,
Office of the Secretary
Steve Kunze, Deputy Chief Financial Officer and Director for Financial Management,
Office of the Secretary
Sarah Harris, General Counsel, USPTO
Welton Lloyd, Audit Liaison, USPTO
Mohamed Ahmed, Assistant Audit Liaison, USPTO