



February 20, 2024

MEMORANDUM FOR: Jay Hoffman
Chief Financial Officer
United States Patent and Trademark Office

FROM: Richard Bachman
Assistant Inspector General for Audit and Evaluation

SUBJECT: Fiscal Year 2024 USPTO Financial Statements Audit (#2024-477)

Our office contracted with KPMG LLP (KPMG), an independent certified public accounting firm, to audit the United States Patent and Trademark Office's (USPTO's) fiscal year 2024 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 controls over financial reporting and test compliance with certain provisions of laws, regulations, contracts, and grant agreements 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.

An entrance conference has been scheduled for March 13, 2024, at which time KPMG will discuss in further detail the specific nature of the audit—including objective and scope, time frames, and any potential data needs. If you have any questions about this audit, please contact me at (202) 793-3344 or Patricia McBarnette, Audit Director, at (202) 793-3316.

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

cc: Stephen Kunze, Deputy Chief Financial Officer and Director for Financial Management,
Office of the Secretary