



Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

July 16, 2012

IOWA BULLETIN NO. IA250-12-2

SUBJECT: FNM – FY2012 SPENDING AND CUTOFF DATES

ACTION REQUIRED BY: AUGUST 31, SEPTEMBER 7, 11, AND 14, 2012

PURPOSE. To provide fiscal year 2012 closing instructions and due dates for submitting FY2012 year-end preparation reports. **Action is required by all field offices and State Office staffs as noted in contents. It is imperative that each employee and office/staff meet the due dates below.**

EXPIRATION DATE. September 30, 2013

This bulletin provides instructions and deadlines for ALL Iowa employees to report year-end expenses to the State Office. The end-of-year cost figures supplied will be used to develop the final expenses for fiscal year 2012. **These dates must be met by all employees, offices and staffs to ensure accurate year-end accounting data.**

August 31 by Close of Business:

Purchase Card Purchases: The final day for Purchase Card VISA orders and purchases is August 31, 2012. Please plan ahead and purchase sufficient supplies to get through the beginning of October.

Fleet Card Purchases: The final day for vehicle maintenance and repair is August 31, 2012. Remaining dollars in vehicle maintenance budgets will be automatically returned to FNM. Follow preventative maintenance per Management Services Division guidelines. Perform visual safety checks to identify potential problems before they become an emergency or safety issue.

Fleet card charges for fuel MAY CONTINUE THROUGH FISCAL YEAR END (September 30, 2012).

Unplanned and/or emergency purchases or repairs required after August 31, 2012, must be approved on a case-by-case basis. Please send any emergency repair requests to Lori Derringer. The requesting Area Office/State Office section heads will be notified if the purchases/repairs are approved. Area administrative assistants (AMA) and secretaries must provide FNM, Margaret.Wohlgemuth@ia.usda.gov, with the final dollar amount after the repair is made.

September 7 by Close of Business:

Travel Authorizations: All FY2012 travel authorizations must be entered and APPROVED in GovTrip. Remember to account for all expenses such as baggage, parking and taxis. Remaining dollars in travel budgets will be automatically returned to FNM.

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September 7 by Close of Business (cont.):

US Bank Online System: Cardholders must approve all Purchase Card transactions in the US Bank Online System.

FNM-170, Preparation for Year-End Report of Unpaid Expenses (Year End 2012):

Each office **MUST** complete and submit by email, the FNM-170 (Year End 2012) to their AMA by COB September 7, 2012. **NEGATIVE REPORTS ARE REQUIRED.**

- SEPMs will send their FNM-170 to their AMA or State Office secretary.
- Soils offices will send their FNM-170 responses to Cindy Slagle.
- Engineering offices will send their FNM-170 to Cindy Slagle.
- The AMAs will submit an Area combined FNM-170 to FNM.

The form should be used to list costs that will be charged to the government as follows:

- ✘ Provide a detailed list of ALL Purchase Card transactions that have been made but have NOT been approved by the cardholder in the US Bank system. **DO NOT LIST AMOUNTS ON THE FNM-170 FOR CHARGES YOU HAVE APPROVED.**
- ✘ Individual Employees: Miscellaneous expenses such as mileage, parking etc. should be submitted as soon as incurred using a SF-1164. Expenses projected to occur after September 7, should be included on the FNM-170 (i.e. mileage and parking for a meeting scheduled last week in September) and the SF-1164 submitted after the expense is incurred. This will allow FNM to account for those costs.

September 11 by Close of Business:

The AMAs will submit an Area combined FNM-170. The State Office Secretaries will submit a FNM-170 for each section they are responsible for. Email submissions to Margaret.Wohlgemuth@ia.usda.gov by COB Tuesday, September 11.

September 14 by Close of Business:

Travel Vouchers: The last day for Approval of travel vouchers. Approval of vouchers may resume on October 1, 2012.

Non-ProTracts Payments: Last day to submit Non-ProTracts payments to FNM for FY2012 approval.

IAS Easement Closings/Surveys Due: The last day to submit closings in IAS.

If you have any questions regarding this bulletin or the attached FNM-170 (Year End 2012), please call or e-mail Lori Derringer, Budget Officer, or Pam Koster, Financial Management Specialist, at (515) 284-4524.

/s/

Jon Hubbert
Acting State Conservationist

Attachments