

United States Department of Agriculture



Natural Resources Conservation Service
316 W. Boone Ave. Suite 450
Spokane, WA 99201-2348

phone (509) 323-2900
fax (509) 323-2909
web site www.wa.nrcs.usda.gov

Date: August 27, 2009

WASHINGTON BULLETIN WA250-9-3

SUBJECT: FNM - Year-End Reporting Requirements

Purpose. To provide year-end reporting guidance.

Expiration Date. November 30, 2009

ACTION REQUIRED BY: September 4 - September 24, 2009

For detailed information please read the main sections as the table is only a summary.

September 4, 2009, COB*	Last day for all offices to make purchases with government purchase card.
September 11, 2009, COB	Reconcile all government purchase card transactions and Final Approval by Approving Official.
September 18, 2009, COB	Last day for ProTracts Modifications. Year-end estimates to FNM*. Last day to input authorizations in GovTrip. Reimbursable hours for PP 19 and 20 due in FNM. All Non-ProTracts payments to FNM. All Non-ProTracts obligations and modifications to FNM.
September 21, 2009, COB	Documentation for all ProTracts payments to FNM for processing.
September 22, 2009, COB	Last day to approve vouchers in GovTrip.
September 24, 2009	Last day for FNM to certify payments.
September 19 - October 1, 2009	ProTracts shut down.
October 1, 2009	Happy New Year!

*Close of Business (COB); Financial Management (FNM).

YEAR-END ESTIMATES OF OBLIGATIONS

Field Office employees will consolidate by field office and e-mail the excel spreadsheet to Sandy.Crusch@wa.usda.gov. State Office employees should consolidate their requests by section and e-mail to Sandy. Each principal staff member is responsible for ensuring the information is forwarded to the FNM section. Do NOT include travel estimates on accrual spreadsheet, as travel authorizations must be in GovTrip (see below).

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The attached spreadsheet must be used for reporting estimates. Do not make any changes to the fields on the spreadsheet. Any spreadsheets with missing information will be returned for correction. Negative Responses are required by team.

Purchase estimates must include vendor name, purchaser, brief description of purchase, fund code, budget object class, date of purchase, and total amount.

CREDIT CARD PURCHASES

Do not make any government purchase card purchases after September 4, 2009.

All employees with PCMS cards must access their account and **reconcile by September 11, 2009**, in order for all transaction changes to process through the system (please check your passwords to make sure they function). If you have any charges that have not shown up in the USBank system by the 18th you will need to report them on the attached spreadsheet. Please enter merchant name, product purchased, date of purchase, amount, and fund code/object code to be charged on the attached spreadsheet

Employees **may not** use their purchase cards from September 4 until October 1, 2009. If a Field Office has an urgent need they should contact Ronald Joyner, Contract Specialist, at (509) 323-2926.

MISCELLANEOUS INVOICES

All other invoices for payment must be received in the State Office by COB, September 18, 2008. If you do not have an invoice, but have made a purchase, include other expenses such as those listed below on the spreadsheet:

- Employees who have personally made purchases during Fiscal Year (FY) 2009 that require reimbursement using SF-1164 (examples: local mileage and transit benefits through September)

Note: Payments to the U.S. Postal Service for post office boxes need not be made immediately. The U.S. Postal Service's Domestic Mail Manual, Section 951.272(b), further states that U.S. Government agencies are allowed to make payments anytime during the first quarter.

LONG-TERM CONTRACTS AND AGREEMENTS

All long-term contracts and agreements not obligated through ProTracts must be received by FNM September 18, 2009, for obligation.

PROTRACTS

DO NOT APPROVE ANY PAYMENTS AFTER September 18, 2009. No payments can be approved until the system comes up October 2, 2009.

TRAVEL AUTHORIZATIONS AND VOUCHERS

For travel that will occur in September, travel authorizations must be entered and approved in GovTrip prior to the travel and **no later than September 18, 2009**. Since authorizations actually obligate the funds in Founding Financial Information System (FFIS) it is critical that the authorizations be as accurate as possible. Travel vouchers not approved by September 22, 2009, will not be paid until October 2009. **DO NOT ENTER FY 2010** travel authorizations in GovTrip until after October 1, 2009. (Exception: if an airline reservation is needed for the week of October 6, 2009).

For travel that crosses fiscal years, GovTrip will require the traveler to select current year accounting when booking and creating the authorization in the current year. GovTrip will process a financial obligation record to FFIS when the trip has been approved. When vouchering for that trip in the subsequent year, the traveler can prorate the accounting based on the number of days in each fiscal year that the trip occurred.

This section contains instructions for separate reporting of reimbursable activity.

FARM SERVICE AGENCY (FSA) VEHICLE USE

Submit previously unreported, actual mileage use through September 15th by **September 18, 2009**, to Nancy.Burnett@wa.usda.gov. Recorded mileage after September 15, 2009, will be billed to FSA in fiscal year 2010.

REIMBURSABLE WORK HOURS - National Park Service/Army - Ft. Lewis/ECP

E-mail your planned work hours for Pay Period 19 and the first 3 days of Pay Period 20 to Nancy.Burnett@wa.usda.gov by **September 18, 2009**. **Please do not vary your hours once they have been submitted.** This will allow for accurate billing to the affected agencies.

It is important that all due dates be met and all estimates be as accurate as possible. If you have any questions, please contact Sandy Crusch, Budget Officer, at (509) 323-2935 or Nancy Burnett, Budget Analyst, at (509) 323-2936. Please contact the Programs staff if you have questions on ProTracts.

ROYLENE RIDES AT THE DOOR
State Conservationist

Attachment

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