

United States Department of Agriculture



Natural Resources Conservation Service
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DATE: August 20, 2010

WASHINGTON BULLETIN WA 250-10-6

SUBJECT: FNM - YEAR-END REPORTING REQUIREMENTS

Purpose. To provide year-end reporting guidance

Expiration Date. November 30, 2010

ACTION REQUIRED BY: September 1, 2010

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

August 31, 2010, COB*	Last day to enter travel authorizations for travel through Sept. 30, 2010 Last day for all offices to make purchases with government purchase card
September 13, 2010, COB	Reconcile all government purchase card transactions and final approval by approving official
September 13, 2010, COB	Last day for ProTracts modifications Last day to approve payments in ProTracts. All documentation must be to FNM. Year-end estimates to FNM* All non-ProTracts payments to FNM All non-ProTracts obligations and modifications to FNM Last day to enter GovTrip vouchers and last day to approve vouchers
October 1, 2010	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 the accrual spreadsheet, as travel authorizations must be in GovTrip (see below).

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.

DIST: E

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

CREDIT CARD PURCHASES

Do not make any government purchase card purchases after August 31, 2010.

All employees with PCMS cards must access their account and reconcile by **September 10th** in order for all transaction changes to process through the system (please check your passwords now to make sure they function). If you have any charges that have not shown up in the US Bank system by **September 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 August 31 until October 1, 2010. If a field office has an urgent need, they should contact Ronald Joyner.

MISCELLANEOUS INVOICES

All other invoices for payment must be received in the state office by COB, September 13, 2010. 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 FY 2010 that require reimbursement using an SF-1164 (examples: local mileage, transit benefits through Sept)

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 in FNM by September 13, 2010, for obligation.

PROTRACTS

DO NOT APPROVE ANY PAYMENTS AFTER Sept 13. No payments can be approved until the system comes up after October 1, 2010.

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 August 31, 2010**. Since authorizations actually obligate the funds in FFIS, it is critical that the authorizations be as accurate as possible.

Travel vouchers not approved by September 13, 2010, will not be paid until October, 2010.

DO NOT ENTER FY 2011 travel authorizations in GovTrip until after Oct 1. (exception: if an airline reservation is needed for the week of October 4).

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.

FSA VEHICLE USE

Submit previously unreported, actual mileage use through September 13 by **September 13, 2010**, to Nancy.Burnett@wa.usda.gov. Recorded mileage after September 13 will be billed to FSA in fiscal year 2011.

REIMBURSABLE WORK HOURS

Army Corp of Engineers, National Park Service, Army - Ft. Lewis, ECP

E-mail your planned work hours for pay period 19 and the first four days of pay period 20 to Nancy.Burnett@wa.usda.gov by **September 13, 2010**. **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.

 *Acting for:*

ROYLENE RIDES AT THE DOOR
State Conservationist

Attachment (1)