



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

July 12, 2013

IOWA BULLETIN NO. IA250-13-2

SUBJECT: FNM – FY2013 SPENDING AND CUTOFF DATES

ACTION REQUIRED BY: AUGUST 30, SEPTEMBER 6, 10, AND 13, 2013

PURPOSE. To provide fiscal year 2013 closing instructions and due dates for submitting FY2013 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, 2014

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 2013. **These dates must be met by all employees, offices and staffs to ensure accurate year-end accounting data.**

August 30 by Close of Business:

Purchase Card Purchases: The final day for Purchase Card VISA orders and purchases is August 30, 2013. State Office and Field Office staff need to plan ahead and request purchase of sufficient supplies to get through the beginning of October.

Fleet Card Purchases: Final day for vehicle maintenance and repair is August 30, 2013. Remaining dollars in vehicle maintenance budgets will be automatically returned to FNM. Follow preventative maintenance per Management Services Division guidelines. Perform visual safety checks prior to the cutoff date 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, 2013).

Unplanned and/or emergency purchases or repairs required after August 30, 2013, must be approved on a case-by-case basis. 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.

September 6 by Close of Business:

Travel Authorizations: All FY2013 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 6 by Close of Business (cont.):

FNM-170, Preparation for Year-End Report of Unpaid Expenses (Year End 2013):

Each office **MUST** complete and submit by email, the FNM-170 (Year End 2013) to their AMA by COB September 6, 2013. **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 FNM-170 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 appeared in the US Bank system. **DO NOT LIST AMOUNTS ON THE FNM-170 FOR CHARGES THAT HAVE APPEARED IN US BANK.**
- ✧ 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 6, 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 10 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 10.

September 13 by Close of Business:

Non-ProTracts Payments: Last day to submit Non-ProTracts payments including SF270s to MSD for FY2013 approval.

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

Easement Advances: Last day to request advance payments for Easement closings for FY2013.

September 16

Travel during October FY2014 should be minimal. From September 16-30, employees may begin entering travel authorizations for October travel using funding code 1314COTAT19000SI0000. Financial approval will be provided as funding is available.

If you have any questions regarding this bulletin or the attached FNM-170 (Year End 2013), please call or e-mail Lori Derringer, Budget Officer, or Pam Koster, Financial Management Specialist, at (515) 284-4524.



Jay T. Mar
State Conservationist

Attachments

August and September Cutoff Dates - FY End 2013

AUGUST 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
PLAN AHEAD: Purchase sufficient supplies to get through the beginning of Oct. Follow preventative maintenance per Management Services Division guidelines. Perform Vehicle Maintenance visual safety checks prior to the cutoff date to identify potential problems before they become an emergency or safety issue.				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
					Cutoff and Due Dates Final Day for: Purchase Card VISA orders and Purchases; - Fleet Card Purchases (maintenance and repair)	

Fleet Card Purchases for fuel MAY CONTINUE THROUGH FISCAL YEAR END (September 30, 2013).

SEPTEMBER 2013						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
	Labor Day				<u>Cutoff and Due Dates:</u> -Travel Authorizations (must be entered & approved in Gov Trip; -FNM-170s to AMA/SOS	
8	9	10	11	12	13	14
		Due to FNM: Area/Section FNM-170s			<u>Last Day to submit:</u> Non-ProTracts payments to MSD for approval; Closings in IAS; Easement Advances	
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Fleet Card charges for fuel MAY CONTINUE THROUGH FISCAL YEAR END (September 30, 2013).						

