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August 21, 2013

KANSAS BULLETIN NO. KS250-13-4

SUBJECT: FNM—Year-End Reporting and Closing Procedures

Action required by: All offices and state office staffs as noted in contents

Purpose. To provide instructions for year-end closeout activities

Expiration Date. September 30, 2014

ProTracts Program Contracting Activity

Checklists and “Practice Approval and Payment Applications” (Form NRCS-CPA-1245) received in the state office (SO) by close of business (COB) September 13, 2013, that accurately document ProTracts payment(s) will be processed prior to the end of the fiscal year (FY). Any payment applications received after this date will only be processed if time allows prior to the shutdown of the financial system. Processing of payment applications will commence when access to the financial system resumes. All eligibility issues must be resolved by Friday September 6, 2013. This will affect contract obligations.

Field offices (FOs) may continue to approve payments in ProTracts until COB on September 30, 2013. However, any payment not accepted in Financial Management Modernization Initiative (FMMI) by COB on September 23, 2013, will likely not be processed until October 4, 2013. No payments will be approved in ProTracts after COB on September 30 through October 4, 2013.

Certified practices subject to annual payment limitations that have not been approved in ProTracts by COB on September 30, 2013, will be attributed to FY2014 payment limitations.

Modifications to contracts in ProTracts along with supporting documentation must be submitted to Financial Management (FNM) at the SO by COB September 13, 2013, to ensure second level reviews and approvals are completed by COB September 20, 2013. Modifications received for second level review after September 13, 2013, will only be processed if time allows prior to shut down. Any modifications that are not approved (obligated) by COB on September 27, 2013, may be “rolled back” to their pre-modification status and will need to be reentered after ProTracts activity resumes.

No ProTracts obligations will be made after September 27, 2013. Applications requiring approved status after this date will be changed to pre-approved. Please do not sign or accept participant signatures on Form NRCS-CPA-1202, Conservation Program Contract, after **Friday, September 27, 2013.**

Other Program Activity

Accurately documented payments and modifications requiring direct entry into the FMMI received in FNM by the COB September 20, 2013, will be processed prior to the end of the FY. Any items received after this date will only be processed if time allows.

Purchase Card Holders

The area office (AO) assistants, SO, and Plant Materials Center (PMC) can use their purchase cards through September 13, 2013. ALL purchases using the purchase card must be reconciled in the AccessOnline

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system no later than September 13, 2013. If there are still open items, check AccessOnline daily and reconcile the open items as soon as they appear through COB on September 20, 2013.

Any purchases made, but not reconciled, should be reported on the attached Quarter Close Report. Please do not reconcile any additional items in AccessOnline after you submit items for the Quarter Close Report for the remainder of the FY. You can reconcile after the start of the new FY. All purchases during September 13-30, 2013, will be routed to Molly Hemstock.

Standard Form (SF) 270, Request for Advance or Reimbursement

Accurately documented SF-270s, received by COB September 20, 2013, will be processed prior to the end of the FY.

SF-1164, Claim for Reimbursement for Expenditures on Official Business

Accurately documented SF-1164s, received by COB September 20, 2013, will be processed prior to the end of the FY. Any SF-1164s received after this date will only be processed if time allows. Pending requests for reimbursement after September 20, 2013, will be reported on the attached Quarter Close Report (QCR).

Travel

Travel authorizations will be entered and approved in GovTrip by September 13, 2013, for any planned travel through the end of the FY. If a travel authorization for unexpected travel needs to be entered after September 13, 2013, please inform Tami Yost that the authorization has been entered. No travel authorization will be entered into GovTrip for travel scheduled after September 30, 2013, unless necessary for airline ticketing or with prior approval of FNM. In these situations, contact FNM at the SO for further guidance.

All vouchers for completed travel will be entered and approved in GovTrip by September 25, 2013. For travel completed during September 25-30, 2013, vouchers will be processed after October 1, 2013, unless requested by FNM. If the anticipated voucher amount will be greater than the authorization amount, please inform Tami Yost.

Timekeeping

All overtime anticipated for September 22-30, 2013, must be reported on the QCR.

Submitting Quarter Close Report

Each Management Team member must prepare and submit for their area of responsibility a consolidated QCR to report any of the above-referenced items by COB September 20, 2013. Please ensure that you include any expected or pending items from all employees under your jurisdiction for this report. It is desired to have as few items on this report as possible for a more efficient closeout to the year. The preference is to have the actual documents submitted timely for normal processing. Please submit the report electronically as an Excel spreadsheet to Tamara Yost at tami.yost@ks.usda.gov.

Contacts: Programs Staff for program contracting activity questions, Molly Hemstock for purchase card questions, and FNM Staff for other questions.

(Signed)

ERIC B. BANKS
State Conservationist

Attachment