



Iowa Bulletin: 250-23-1

Date: July 14, 2023

Subject: FNM – FY 2023 Spending and Cutoff Dates
for Iowa NRCS Employees

Action Required By: August 11 through September 22, 2023

Purpose. To supply fiscal year (FY) 2023 closing instructions, due dates, and cutoff dates for year-end close-out. Action is **required by all** field office, area office, and State office staff as noted in contents. It is imperative that each employee, office, and staff **meet** the due dates below.

Expiration Date. December 29, 2023

Explanation. This bulletin supplies instructions and deadlines for **all** Iowa Natural Resources Conservation Service (NRCS) 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 FY 2023.

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

August 11 by Close of Business (COB):

SF-182s: Final day for FY 2023 external training requests.

August 18 by COB:

Awards: Final day for submission of justifications and recommendations for Achievement awards to Jaia Fischer and cc Nick Johnson.

Vehicle repairs because of vehicle inspection: Final day for repairs and services. Send copy of paid invoice to Nick Johnson and cc Theresa (Tess) Young.

August 31 by COB:

Liquidated Damages and Improper Payments for Billing Requests: Last day for Programs to send Liquidated Damages and Improper Payments, (Non-UCO billing requests) to Nick Johnson.

Purchase Card Purchases: Final day for Purchase Card (Mastercard) purchases. State office, area office, and field office staff need to plan accordingly and request purchase of sufficient supplies to carry through October 2023. Purchases could be registrations, training, supplies, etc.

Routine Vehicle Maintenance and Repair: Final day for routine vehicle maintenance and repair for all leased and owned vehicles is **August 31**. Remaining dollars in vehicle maintenance budgets will be automatically returned to Management and Strategy (M&S). Follow preventative maintenance per fleet guidelines. Perform visual safety checks prior to the cutoff date to find potential problems before they become an emergency or safety issue.

Fleet card fuel **charges may continue** through fiscal year-end (September 30).

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August 31 by COB continued:

Unplanned and emergency purchases or repairs needed after August 31 **must** be approved by M&S on a case-by-case basis. The requesting area office or State office leadership will be notified if the purchases or repairs are approved. Area administrative management assistants (AMAs) and State office administrative assistants (AAs) **must** provide the **final dollar amount** to Jaia Fischer, Assistant State Conservationist for Management and Strategy, at (515) 323-2225 or by email at jaia.fischer@usda.gov and Nick Johnson, Financial Resources Specialist, at (515) 323-2274 or by email at nickoles.johnson@usda.gov.

Agreements Other (Administrative Changes, No Cost Extension), Cancellations, and Closeouts: Final day to send to Carolyn Christian and Nick Johnson.

September 6 by COB:

FNM-170, Preparation for Report of Unpaid Expenses (Year-End 2023): Each office **must** complete and send by email their FNM-170 (Year-End 2023) to their area AMAs or in the State office to their AAs. Negative reports are **required**.

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

- ❖ **All Federal Employees:** If you have any **miscellaneous expenses** such as mileage, parking, etc. they should be sent as soon as incurred using a **OF-1164**. Expenses projected to occur after September 6, should be included on the office FNM-170 (i.e., mileage and parking for a meeting scheduled last week in September). The OF-1164 should be sent through appropriate channels as soon as the expense is incurred. This will allow M&S to account for those costs.
- ❖ 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. Continue to reconcile transactions unless further guidance is received.

September 8 by COB:

Travel Authorizations: All FY 2023 travel authorizations **must** be entered and **approved** in Concur. Remember to account for all expenses such as baggage, parking, and taxis. Remaining dollars in travel budgets will be automatically returned to M&S.

Combined FNM-170s - The AMAs will submit one FNM-170 for all offices within their area. AAs will submit one FNM-170 for their State office divisions. Send submissions to Theresa Young and cc Nick Johnson by COB.

September 14 by COB:

Non-ProTracts Payments: Certified SF-270s signed by the Liaison, OF-1164s, and any other miscellaneous payments are due to M&S. Send payment request(s) to Tara Kinyon-Anderson and cc Nick Johnson.

September 22 by COB:

Travel Vouchers: The cutoff date for submitting and approving vouchers in Concur is September 22. Vouchers **not** submitted by September 22 will be **held** and will **not** be started or submitted until October 2023.

Additional Guidance:

Quarterly Accruals: Guidance will be provided separately.

Easements: Guidance will be provided when the National Bulletin has been issued.

Summary of due dates and cutoff dates:

Friday, August 11	* Final day to submit SF-182s for FY 2023 external training requests through AgLearn.
Friday, August 18	* Vehicle repairs. As a result of inspections Final day to send copy of paid invoice to Nick Johnson. * Final day for submission of justifications and recommendations for Achievement awards.
Thursday, August 31	* Final day for non-UCO . * Final day for Purchase Card (Mastercard) purchases. * Final day for routine vehicle maintenance and repairs. * Agreements Other (Administrative Changes, No Cost Extension), Cancellations, and Closeouts: Final day to send to Carolyn Christian and Nick Johnson.
Wednesday, September 6	* Final day for field offices and the State office to submit FNM-170s to the AMAs (FO) or AAs (SO).
Friday, September 8	* Final day to approve travel authorizations in Concur. * Final day for AMAs and AAs to submit combined FNM-170s to Nick Johnson.
Thursday, September 14	* Final day to submit certified SF-270s, OF-1164s , and other miscellaneous payments to Nick Johnson and Tara Kinyon-Anderson.
Friday, September 22	* Final day for submitting and approving travel vouchers in Concur.

Contact. If you have any questions regarding this bulletin or the attached FNM-170 (Year-End 2023), please contact Nick Johnson, Financial Resources Specialist, at (515) 323-2274 or at nickoles.johnson@usda.gov.

NEIL DOMINY
Acting State Conservationist

Enclosure: FNM-170 – Preparation for Report of Unpaid Expenses (Year-End 2023)