



June 25, 2004

OKLAHOMA BULLETIN NO. OK250-4-30**SUBJECT: FNM – Fiscal Year Closeout****Purpose:** To remind employees of year-end requirements.**Expiration Date:** September 30, 2004**ACTION REQUIRED BY: SEPTEMBER 3, 2004**

Form SCS-FNM-170 (attached) is used to report unpaid items of expense through the end of the fiscal year. This form must be completed by all field and other offices, including each state office section, and signed by the appropriate supervisor. Estimates of temporary duty travel expenses that will occur before the end of the month must also be reported on the SCS-FNM-170. Do not include relocation travel expenses. Estimates for overtime anticipated for Pay Period 18 and the FIRST nine days of pay period 19 must be reported. Please double check to make sure all unpaid expenses are reported and estimated as closely as possible where actual amounts are not known.

A response is required even if you do not have any unpaid expenses. Field Offices, Technical Offices, RC&D Offices, TRC's and Liaisons in Zones 1, 2 & 4 should mail SCS-FNM-170's to their Zone Office Assistant by Friday, September 3, 2004. OA's will consolidate by budget object classes for their zone and send to Financial Management by September 12, 2004. State Office Sections and Zone 3 should submit SCS-FNM-170's to Financial Management.

VISA cardholders should NOT use the VISA purchase card after August 15, 2004. The OA's may use their purchase cards for equipment purchases until August 22, 2004. After August 15, 2004, field offices will notify their OA about any emergency purchases needed. The OA will contact management services or financial management for prior approval for any emergency purchases made after August 15, 2004. State office employees should notify the State Administrative Officer for procurement of any emergency purchases needed.

Financial Management must have all accounting records 100% complete by September 30, 2004. **All purchases by the field must be completed by August 15, 2004.**

Any business expenses made with personal funds should be submitted to your OA using OF-1129 or SF-1164 for reimbursement prior to August 15, 2004. These forms can be found online at <http://www.va.gov/forms/dotindex.asp>

All purchases using the VISA purchase card that have been posted to your account in the Purchasing Card Management System (PCMS) must be reconciled no later than September 5, 2004. Any purchase made, but not appearing in PCMS, should be included on your SCS-FNM-170.

MORE

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Travel vouchers must be completed and submitted within five working days of the travel end date. Supervisors should ensure employees are up to date on submitting travel vouchers. Travel vouchers should not be submitted to NFC Online Travel after COB September 12, 2004, through the end of the fiscal year. Vouchers received after September 12, 2004, will be held until FNM advises Travel Online users to begin processing travel vouchers in FY2005.

All cooperative agreement amendments must be received by Management Services by July 31, 2004.

Starting October 1, 2004, "05" will be used as the first two digits for all financial project codes (i.e., 0501T40, 0502T40, 0564T40, etc., will be used for all charges to Fiscal Year 2005). When reconciling VISA statements in FY2005, be sure to look at the date of purchase, order, service, etc. ANY DATE BEFORE 10/01/04 MUST STILL BE CHARGED TO FY 2004 (i.e., 0401T40, 0402T40, 0464T40, etc.).

If you have any questions, please contact Financial Management.

A handwritten signature in black ink, appearing to read "M. Darrel Dominick". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

M. DARREL DOMINICK
State Conservationist

Attachment

U.S. Department of Agriculture
Natural Resources Conservation Service

Adapted SCS-FNM-170

YEAR-END REPORT OF UNPAID EXPENSES
(To be completed COB Friday, September 3, 2004)

Location: _____ *(include city and FO, RC&D, SO staff, etc.)*

TRAVEL List any travel that will be claimed on Form AD-616, Travel Voucher, but HAS NOT or WILL NOT be entered in NFC Travel Online by 9/12/04. Include airline tickets ordered on Bank of America travel cards, even if the travel hasn't occurred.

Traveler's Name	Amount
_____	_____
_____	_____
_____	_____
_____	_____

OVERTIME List actual and estimated paid overtime hours occurring in PP 18 (9/5/04-9/18/04), and the first nine days of PP19 (9/19/04-10/02/04). Provide employee's name, number of overtime hours, and project being worked. DO NOT INCLUDE COMP TIME OR CREDIT LEAVE.

UNRECONCILED EXPENSES List any purchases not vouchered for and PCMS purchases not reconciled through the VISA purchase card system. Provide a description of the purchase or service, vendor's name, and amount. Estimate the amount to the best of your knowledge.

Supervisor's Signature

Date