United States Department of Agriculture
Natural Resources Conservation Service

Iowa State Office
210 Walnut Street Room 693
Des Moines, Iowa 50309

Iowa Bulletin: 250-24-1 **Date:** July 26, 2024

Subject: PER – Fiscal Year 2024 Year-end Close-out Instructions

Action Required By: July 22nd – September 23rd, 2024

Purpose. To provide fiscal year 2024 (FY2024) closing instructions, due dates, and cut-off dates for FY2024 year-end close-out. Action is **required by all** field office staff, area office staff, and state office staff as noted in contents. It is imperative to meet the due dates below.

Expiration Date. September 30, 2024

Explanation. This bulletin provides 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 FY2024.

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

July 15th by Close of Business (COB):

Agreements: Final day for submission of new agreements and amendments with funding. This is the FPAC Business Center (BC) deadline.

August 12th by COB:

SF-182s: Final day for FY2024 external training requests.

August 16th by COB:

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

August 30st by COB:

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

Purchase Card Purchases: Final day for Purchase Card (VISA) purchases. State office, area office, and field office staff need to plan accordingly and request purchase of sufficient supplies to carry through October 2024. Purchases include registrations, training, supplies, etc.

Vehicle Maintenance and Repair: Final day for vehicle maintenance and repair for all leased and owned vehicles. Remaining funds 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 identify 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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Unplanned and/or Emergency Purchases or Repairs: Any instances required 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. Administrative Support Specialist and State office administrative assistants (AA) 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.govand Nick Johnson, Financial Resources Specialist, at (515) 323-2274 or by email at nickoles.johnson@usda.gov.

September 9th by COB:

FNM-170, Preparation for Report of Unpaid Expenses (Year End 2024): Each office **must** complete and submit by email their FNM-170 (Year End 2024) to their Administrative Support Specialist or Cindy Slagle for State Office. Negative reports are **required**.

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

- **All Federal Employees**: Any **miscellaneous expenses** such as mileage, parking, etc. should be submitted as soon as incurred using an OF-1164. Expenses projected to occur after September 9 should be included on the office FNM-170 (e.g. parking for a meeting scheduled last week in September). Submit the OF-1164 through appropriate channels as soon as the expense is incurred. This allows 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 and approve transactions unless further guidance is received.

Travel Authorizations: All FY2024 travel authorizations **must** be entered and approved in Concur. Remember to account for all expenses such as baggage, parking, and taxis. Remaining funds in travel budgets will be automatically returned to M&S.

Combined FNM-170s -The Administrative Support Assistants 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 Nick Johnson by COB.

September 13th 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 Nick Johnson and cc Tara Kinyon-Anderson.

September 23rd by COB:

Travel Vouchers: The cutoff date for submitting and approving vouchers in Concur. Vouchers not submitted by September 23 will be held and **will not** be started or submitted until October 2024.

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 cut-off dates:

Monday July 15th	* Final day for submission of new agreements and amendments with Funding.
Friday, August 16th	* Final day to submit SF-182s FY2024 external training requests through AgLearn. * Final day to submit other amendments closeouts. * Final day for submission of justifications/recommendations for Awards To Nick Johnson.
Friday, August 30th	* Final day for liquidated damages and Improper Payments for Billing Requests. * Final day for Purchase Card (VISA) purchases. * Final day for vehicle maintenance and repairs.
Monday, September 9th	* Final day for field offices and the State office to submit FNM-170s to the Administrative Support Specialist or Cindy Slagle * Final day to approve travel authorizations in Concur. * Final day for AMAs and AAs to submit FNM-170s to Nick Johnson.
Friday, September 13th	* Final day to submit certified SF-270s, OF-1164s, and other miscellaneous payments to Tara Kinyon-Anderson and Nick Johnson.
Monday, September 23rd	* 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 2024), please contact Nick Johnson, Financial Resources Specialist, at (515) 323-2274 or at nickoles.johnson@usda.gov.

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Jon Hubbert
State Conservationist

Attachments: FNM-170 – Preparation for Report of Unpaid Expenses