

For: State and County Offices

FY-End 2013 Procedures for PLCE Activity

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

NFC has established FY 2013 year-end cutoff dates for Financial Management Modernization Initiative (FMMI).

B Purpose

This notice provides the following:

- FY-end processing instructions to State and County Offices to ensure that all FY 2013 PLCE transactions are properly recorded in a timely manner
- information on the effect of FY 2013 close on “A” account funds from FY 2008.

C Contact

If there are questions about this notice:

- County Offices shall contact State Offices
- State Offices shall contact Karen Rhoads by either of the following:
 - e-mail at karen.rhoads@stl.usda.gov
 - telephone at 314-679-6729.

Disposal Date	Distribution
January 1, 2014 9-9-13	State Offices; State Offices relay to County Offices

Notice FI-3164

2 State Office Action

A SED Action

SED's shall ensure that all PLCE obligations have been entered in FMMI and approved by **2:30 p.m. c.t., September 30, 2013**, to be included in FY 2013 processing.

FY 2013 disbursements must be approved in FMMI by **COB, September 24, 2013**, to ensure a check is issued before FY 2014.

By **September 20, 2013**, PLCE Field Office staff should review all obligation and disbursement documents to ensure that there are no parked documents in FMMI. Obligations and disbursements that have an error and cannot be approved in FMMI should be sent by e-mail to Karen Rhoads, Finance Office, Saint Louis, Missouri, at **karen.rhoads@stl.usda.gov**, no later than **7 p.m. c.t., September 20, 2013**.

Obligation processes for FY 2014 funds will resume October 4, 2013, subject to budget approval. Disbursements for FY 2014 will resume in FMMI after October 4, 2013.

B FY 2008 "A" Account

Funding for FY 2008 obligations for the "A" account will expire at **3 p.m. c.t., September 30, 2013**. Any remaining undisbursed balance on these obligations will be systematically canceled.