UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

For: State and County Offices

FY-End 2014 Procedures for PLCE Activity

Approved by: Associate Administrator for Operations and Management

[signature: Candace Thompson]

1 Overview

A Background

NFC has established FY 2014 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 2014 PLCE transactions are properly recorded in a timely manner

- information on the effect of FY 2014 close on "A" account funds from FY 2009.

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 to **karen.rhoads@stl.usda.gov**
  - telephone at 314-679-6729.

Disposal Date	Distribution
January 1, 2015	State Offices; State Offices relay to County Offices

2   State Office Action

A   SED Action

SED's shall ensure that all PLCE obligations have been entered in FMMI and approved by **7 p.m. c.t., September 24, 2014**, to be included in FY 2014 processing.

FY 2014 PLCE disbursements must be approved in FMMI by **7 p.m., c.t., September 24, 2014**, to ensure that a check is issued **before** FY 2015.

By **7 p.m. c.t., September 24, 2014**, 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, Administrative Funds Control, St. Louis, Missouri, at **karen.rhoads@stl.usda.gov**, no later than **7 p.m. c.t., September 24, 2014**.

Obligation processes for FY 2015 funds will resume October 4, 2014, subject to budget approval. Disbursements for FY 2015 will resume in FMMI beginning October 4, 2014.

B   FY 2009 "A" Account

Funding for FY 2009 obligations for the "A" account will expire at **3 p.m. c.t., September 30, 2014**. Any remaining undisbursed balance on these obligations will be systematically canceled.