

For: FSA County Offices

FY 2004 Final Reconciliation of County Office Administrative Expenses

Approved by: State Executive Director



1 Overview

A Background

National Notice BU-675 provided instructions for State Offices to complete year-end reconciliation of County Office administrative expenses by October 29, 2004.

B Purpose

This notice informs County Offices that reconciliation of administrative expenses must be completed by each county office not later than October 28, 2004, and provides instructions for completing this reconciliation.

2 Reconciliation

A County Office Action

- Reconcile the automated CCC-514 Administrative Expense Ledger with the BRIO September DW 1702CT County Office Non-Payroll Expenditure Report FY by completing the FSA-545-1 Reconciliation of County Office Expenditures with CCC Check Administrative Expenses Ledgers. This report is available using BRIO QuickView. FSA-545-1 is available from the FSA Intranet website under the FFAS-Employee Forms Site.
- Verify payrolled personnel and employees types using the applicable BRIO DW 1701 CT-B County Office Detail Payroll Report – All Pay Periods. This report is available using BRIO QuickView.
- If you are unable to access the above reports, contact Charlotte Murphy for assistance.
- Contact the State Office, if discrepancies exist. Fax a copy of the completed FSA-545-1 to the State Office at 501-301-3086 by October 28, 2004.

3 Contact

Direct questions to Charlotte Murphy by email at charlotte.murphy@ar.usda.gov.

Disposal Date

May 1, 2004

Distribution

FSA Non-Federal County Offices

This form is available electronically.

FSA-545-1 (10-03-03)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency		A. Date:	
Reconciliation of County Office Expenditures With Administrative CCC Check Administrative Expense Ledgers				B. Fiscal Year: 2004	
C. TO: State Executive Director State FSA Office			D. FROM: County Executive Director County FSA Office		
Automated CCC-514					
1. Total Administrative non-payroll allotment					
2. Total non-payroll checks issued (entry from automated CCC-514), adjusted for refunds				(-)	
3. Current County Office administrative non-payroll allotment balance available <i>(This entry should equal the result of line 1 minus line 2)</i>					
4. Brio Report DW 1702CT Total Cumulative Expenditures through this period					
RECONCILIATION					
5. Difference between automated CCC-514 and Brio DW 1702CT <i>(This entry should equal the result of line 2 minus line 4 and should equal \$0.00, explain differences in remarks section)</i>				(+/-)	
6. Remarks					

