



United States
Department of
Agriculture

Farmers
Home
Administration

FmHA AN No. 732 (1940)

JUL 27 1982

SUBJECT: Procedures for Processing Yearend Obligations
of Loan Authorizations

TO: State Directors, District Directors, County
Supervisors, and Acting Assistant Administrator
Accounting and Director, Finance Office

To assure that all yearend loan and grant obligations are timely and properly recorded in the Finance Office and that borrowers are officially notified by the field offices of loan and grant approval by close of business on September 30, 1982, the following procedures MUST BE FOLLOWED in submitting loan and grant obligation requests to the Finance Office.

1. Obligation requests for water and waste disposal loans and grants, community facility loans, watershed and flood prevention loans, resource conservation and development loans, multiple family housing loans, and Department of Energy Grants MUST BE telephoned to the Check Request Station no later than September 22, 1982. (This requirement applies to those loans and grants that must meet the 8 calendar day reservation of funds period prior to the actual obligation of the loan funds.)

2. Obligation requests for all other loans MUST BE RECEIVED by the Finance Office no later than September 24, 1982.

3. To insure an orderly fiscal yearend cutoff, offices with terminals WILL NOT process any FY 1982 transactions after September 24, 1982.

The same cutoff date will apply for the deobligation of loans and grants. It is important to submit the loan and/or grant cancellation to the Finance Office as far in advance of the appropriate cutoff date as possible so funds can be used for unfunded projects.

EXPIRATION DATE: October 31, 1982

FILING INSTRUCTIONS:
Preceding FmHA Instruction 1941-A

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For those loan programs where 1982 fiscal year funds have been or will be exhausted, state offices are encouraged to submit to the Finance Office during early September a sufficient number of loan and grant requests to cover planned October 1982 obligations. This will provide the Finance Office a sufficient quantity of loan and grant requests that may be obligated using 1982 fiscal year funds, if additional funds become available as a result of obligation cancellations. All requests for obligations that are received by the dates cited, but which cannot be processed because of insufficient funding authority, will be retained and processed when additional funding authority is received for fiscal year 1983, except for single family housing loans and grants which will be returned to field offices in accordance with instructions received from the National Office. I am asking all field offices to fully comply with the provisions set forth in this AN.



CHARLES W. SHUMAN
Administrator