

For: State Offices

**Completing Spreadsheets for Payment of County Office Leases
Through Foundation Financial Information System (FFIS)**

Approved by: Deputy Administrator, Management



1 Overview

A Background

DAM has approved payment of County Office leases for space through FFIS. To prepare for this process, State Offices must provide County Office lease information to KCFO.

B Purpose

This notice provides the instructions and the spreadsheet (Exhibit 1) that State Offices will use to provide leasing information to KCFO for entry into FFIS.

C Applicability

This notice is only applicable to leases for office space where FSA is the lead Agency.

Note: When FSA is not the lead Agency, follow instructions in 31-AS for payment of leases for office space.

D Contact

For questions or comments about completing the spreadsheet or the verification process, contact Steve Jones, MSD, Property Operations Branch, by either of the following:

- telephone at 202-720-8729
- e-mail to steve.jones@wdc.usda.gov

For questions concerning submitting the spreadsheet or any one-time adjustments, contact Terry Luehrs, KCFO, Financial Accounting Division, Administrative Accounting Operations Branch, by either of the following:

- telephone at 816-926-1142
- e-mail to terry.luehrs@kcc.usda.gov.

Disposal Date	Distribution
October 1, 2006	State Offices

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2 Action

A Completing the Spreadsheet

The spreadsheet will be e-mailed to all State Offices.

State Office should ensure that the vendor data is loaded into the PVND table before the spreadsheet is submitted to KCFO. State Offices shall do the following.

Step	Action
1	Review and approve County Office leases according to 31-AS.
2	List all of County Offices leases for space where FSA is the lead Agency on the spreadsheet. Ensure that all entries are appropriately listed under each column according to subparagraph B. Split payments to vendors must be shown on separate lines with separate vendor identification (VID) numbers and payment amounts.
3	SED, or designee, shall sign and date the spreadsheet.
4	Submit spreadsheet to KCFO according to subparagraph C. Do not submit invoices with the spreadsheets.

B Description of Entries for the Spreadsheet

Field Name	Description
Submitted Date	Date spreadsheet submitted to KCFO.
Modification Number	The number of times changes have been made to an active lease. Example: change 1 is 1; change 2 is 2, etc.
Lease/Modification Effective Date	Date the lease and/or modification became effective.
Lease Expires	Expiration date of the lease. Payment will be stopped unless a modification is submitted 30 days before the expiration date.
Miscellaneous Obligation (MO) Number	The number used to create FFIS financial obligation. Format includes "SS" State Code; "CCC" County Code; "L" to signify lease; FY"YY" Fiscal Year; "A" Single Lease (<i>B for 2nd lease, C for 3rd lease, etc</i>) SSCCCLFY06A = 37101LFY06A
Line #	001 – No entry required
Vendor ID	The landlord's vendor ID from the vendor table in FFIS, including letter.
Name Control	Name of Landlord
Accounting	A 14-character alpha-numeric field to identify a County Office. Format includes "Y" last digit in FY; "87" fund code for county offices; SS" State Code; "CCC" County Code; "00" subject object code"; "0000" project code Y87SSCCC000000 = 68737101404000
Budget Object Code (BOC)	2342 – No entry required
Monthly Amount	Dollar amount paid monthly (current)
Yearly Total	Yearly amount including adjustment of changes (12 month total)
Comments	Special instructions (that is, pro rated amounts, month-to-month, etc)

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2 Action (Continued)

C Submitting Spreadsheets

State Offices shall submit spreadsheets to KCFO by the date in the following table.

Do Not Have to Submit Spreadsheets (Leases Already in FFIS)	Submit Spreadsheets to KCFO by April 19, 2006	Submit Spreadsheets to KCFO by May 10, 2006
Hawaii	Alaska	Alabama
Kansas	Arizona	Arkansas
Kentucky	California	Colorado
Missouri	Connecticut	Georgia
New Jersey	Delaware	Illinois
New Mexico	Florida	Maryland
Pennsylvania	Idaho	Maine
Virginia	Indiana	Massachusetts
Wyoming	Iowa	Minnesota
	Louisiana	North Carolina
	Michigan	North Dakota
	Mississippi	Nevada
	Montana	New York
	Nebraska	Oklahoma
	New Hampshire	Oregon
	Ohio	South Carolina
	Puerto Rico	South Dakota
	Rhode Island	Texas
	Tennessee	Washington
	Utah	West Virginia
	Vermont	
	Wisconsin	

State Offices may e-mail the spreadsheets to **both** of the following:

- Claire Lindsey at claire.lindsey@kcc.usda.gov
- Terry Luehrs at terry.luehrs@kcc.usda.gov.

However, **the original must be mailed** to the following address so that KCFO will have the original signature on the spreadsheet.

USDA, FARM SERVICE AGENCY
 KANSAS CITY FINANCE OFFICE (KCFO)/AAOB
 ATTN: TERRY LUEHRS
 MAIL STOP 8558
 6501 BEACON DRIVE
 KANSAS CITY, MO 64133.

Example of Spreadsheet for County Office Lease Information

The following is an example of the spreadsheet for lease information.

State: _____ Submitted Date: xx/xx/2006												
Country Name	Modification #	Lease/Modification effective date	Lease Expires	MO Number	Line #	Vendor ID	Name Control	Accounting	BOC	Monthly Payment	Yearly Total	Comments
None		mm/dd/yyyy	mm/dd/yyyy	SSCCCLFYYYA	001	123456789 A	Vendor Name	Y87SSCC0000000	2342	\$ 4,068.00	4,068.00	

I have reviewed and approved:

1. All the above leases have been entered into according to the Agency guidelines addressed in Handbook 31-AS.
2. The lease amounts have been verified and are accurate as of the date signed below.

/s/ Jane Doe, AO
 SED/designee & Title
