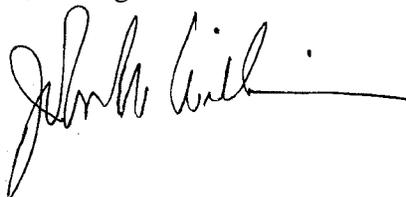


For: State Offices

**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 continuation of these payments in FY 2007, State Offices must provide County Office lease information to KCFO for the new fiscal year on all active leases where FSA is the lead agency.

B Purpose

This notice provides:

- instructions for annual submission of lease data
- a copy of 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.

Disposal Date	Distribution
October 1, 2007	State Offices

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1 Overview (Continued)

D Contacts

For questions or comments about completing Exhibit 1 or the certification process, contact Morrell Jordan, MSD, Property Operations Branch, by either of the following:

- telephone at 202-205-7832
- e-mail to morrell.jordan@wdc.usda.gov.

For questions about this notice submitting the spreadsheet or any one-time adjustments, contact either of the following:

- Terry Luehrs, KCFO, Financial Accounting Division (FAD), Administrative Accounting Operations Branch (AAOB), by either of the following:
 - telephone at 816-926-1142
 - e-mail to terry.luehrs@kcc.usda.gov
- Claire Lindsey, KCFO, FAD, AAOB, by either of the following:
 - telephone at 816-926-6245
 - e-mail to claire.lindsey@kcc.usda.gov.

2 Action

A Completing the Spreadsheet

State Offices shall complete the information in the spreadsheet according to this table.

Step	Action
1	Review and approve County Office leases according to 31-AS.
2	State Offices should review their lease information for all counties and sites under their jurisdictions, and confirm with the County Offices that it is complete and accurate for the new fiscal year as of October 1, 2006.
3	List all County Office leases for space where FSA is the lead agency on the spreadsheet. Ensure that all entries are entered under the appropriate column. List counties in alphabetical order, and show only current amounts, not historical data. Notes: State Offices may be able to update a previously compiled list. See subparagraph B for a description of spreadsheet column entries.
4	Split payments to vendors must be shown on separate lines with separate vendor identification (VID) numbers and payment amounts.
5	Ensure that the State name and current date are completed in the appropriate spaces at the top of the spreadsheet
6	SED, or designee, shall sign and date the spreadsheet.
7	Submit spreadsheet to KCFO according to subparagraph C. Do not submit invoices with the spreadsheets.

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2 Action (Continued)

B Description of Entries for the Spreadsheet

Field Name	Description
Submitted Date	Date spreadsheet submitted to KCFO.
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 calendar 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 at the same location, C for 3rd lease, etc</i>) SSCCCLFY07A = 37101LFY07A
Line #	001 – For data entry
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 = 68737101000000
Budget Object Code (BOC)	2342 – For data entry
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 Spreadsheet (Exhibit 1)

After completing the spreadsheet (Exhibit 1) State Offices shall **e-mail as an attachment** no later than October 23, to both terry.luehrs@kcc.usda.gov and claire.lindsey@kcc.usda.gov. SED or designee shall sign the original and mail to the following address immediately thereafter:

USDA, Farm Service Agency
Kansas City Finance Office/AAOB
ATTN: Terry Luehrs
Mail Stop 8558
6501 Beacon Drive
Kansas City, MO 64133.

Note: October 23, 2006, is the final deadline for spreadsheets to be submitted so that October leases can be paid timely.

