

For: National and State Offices

FY 2019 FSA Year-End Budgetary Closeout Guidance

Approved by: Acting Administrator



1 Overview

A Background

The Farm Production and Conservation Business Center (FPAC-BC) Budget Division (BUD) is issuing this notice to guide an orderly year-end budgetary close process for FY 2019. BUD will review and adjust allotments accordingly.

B Purpose

This notice provides guidance on key dates and procedures that is an integral part of the year-end financial and budgetary closing process for the Salaries and Expenses account only. It is imperative that National and State Offices adhere to these critical dates and procedures. For annual appropriations, September 30, 2019, ends the authority to create obligations for FY 2019. Any single year funding not used or accrued will be returned to the Treasury.

2 Action

A End-of-Year Activities and Timelines

The following are end-of-year activities and timelines.

Activity	Cutoff Dates
Personnel – reduce projected surpluses and deficits	August 9, 2019
Contracts – reduce excess balances	August 16, 2019
Other Non-Personnel – reduce excess balances	August 16, 2019
Sales Order Agreements – submit new and modified Interagency Agreement (IAA) by	August 30, 2019
Purchase Order Agreements – submit new and modified IAA by	August 30, 2019
Awards – processed by	September 1, 2019
Awards – reduce excess balances	September 3, 2019
Status of Open Commitment Items – confirm use of funds or remove commitment	September 13, 2019
Obligations and Accruals – confirm completion by e-mail to FPAC-BC budget analyst	September 27, 2019

Disposal Date	Distribution
January 1, 2020	National and State Offices

Notice BU-811

2 Action (Continued)

B Personnel

By August 9, 2019, BUD will:

- use Allotment Planning and Management actual obligations to project surpluses and deficits
- estimate funding needs to cover year-end expenses for remaining pay periods.

FPAC-BC budget analysts will notify the office of amounts intended to be adjusted before modifications are made to the allotments. Ensure that any potential changes are discussed, such as new hires, separations, and overtime occurring in pay periods 16, 17, 18, and 19 that will need to be reflected in the estimated funding needs for remainder of the year.

Before September 1, 2019, National and State Offices must have spot awards approved and obligated in the accounting system. Unobligated award excess funding will be pulled by September 3, 2019.

C Non-Personnel

By August 16, 2019, BUD will pull excess contract fundings. FPAC-BC budget analysts will notify the office of amounts intended to be adjusted before modifications are made to the allotments.

At the beginning of August, FPAC-BC budget analysts will work with National and State Offices to identify excess funding in all other non-personnel BOC's.

Rent allotments and lump sum leave will be increased or decreased based on actual obligations through the remainder of the FY.

D Submitting Requisitions Through Integrated Acquisition System (IAS) (National Offices Only)

The FY 2019 end-of-year IAS closeout dates were issued by FPAC-BC on May 24, 2019. See Notice FPAC-N 5090-001, "Fiscal Year (FY) 2019 Fourth Quarter Requisition Submission Deadline", for additional guidance.

E IAA's (National Offices Only)

The FY 2019 end-of-year IAA closeout dates were issued by FPAC-BC on June 20, 2019. See Notice FPAC-N 2400-001, "Fiscal Year (FY) 2019 Grants and Agreements End of Fiscal Year Cut Off Dates", for additional guidance on purchase and sales orders.

Notice BU-811

2 Action (Continued)

F Closeout

National and State Offices:

- will be contacted by their FPAC-BC budget analysts concerning status of FY 2019 commitment items the week of September 9, 2019
- must provide the point of contact and their contact information for closeout on September 27, 2019.

On September 27, 2019, National and State Office budget contacts must send an e-mail to their FPAC-BC budget analyst confirming obligations, to include accruals, of all funding available before departure for end of the day.

Note: If the budget contact is out of the office on September 27, 2019, their designated backup must submit the information.

Office	Budget Analyst Contact Information
Northwest and Midwest	Farrah McBride, BUD, by any of the following: <ul style="list-style-type: none"> • e-mail to farrah.mcbride@usda.gov • telephone at 202-403-8992 • FAX at 202-245-4789.
Southeast, Southwest, and Northeast	Beth Hill, BUD, by any of the following: <ul style="list-style-type: none"> • e-mail to elizabeth.hill@usda.gov • telephone at 202-720-9862 • FAX at 202-245-4789.
Office of Administrator, DAFO, DAFP, and Undistributed	Latosha Fleming, BUD, by any of the following: <ul style="list-style-type: none"> • e-mail to latosha.fleming@usda.gov • telephone at 202-720-8861 • FAX at 202-245-4789.
DAFLP	Shuwanda Bryant, BUD, by any of the following: <ul style="list-style-type: none"> • e-mail to shuwanda.bryant@usda.gov • telephone at 202-772-4221 • FAX at 202-245-4789.
Information Technology	Crystal Somerville or Kimberley Outten, BUD, by any of the following: <ul style="list-style-type: none"> • e-mail to crystal.somerville@usda.gov or kimberley.outten@usda.gov • telephone at 202-720-2754 for Crystal or 202-690-2805 for Kimberley • FAX at 202-245-4789.

If additional assistance is needed, e-mail **FPAC-Staffing-Resources-Team@usda.gov**.