

For: State and County Offices

Fiscal Year-End FLP Loan and Grant Obligation Processing Procedures

Approved by: Deputy Administrator, Management



1 Overview

A Background

This notice establishes a fiscal year-end processing schedule to ensure that all FY 2004 FLP loan and grant obligations are properly recorded in FSA's financial records.

B Purpose

This notice provides:

- the deadline for fiscal year-end obligation processing
- guidance on fiscal year-end obligation processing.

C Contact

If there are questions about this notice:

- County Offices shall contact the State Office
- State Offices shall direct questions to Pat Brown by either of the following:
 - e-mail at **plbrown@kcc.usda.gov**
 - telephone at 314-539-6946.

Disposal Date	Distribution
January 1, 2005 9-23-04	State Offices; State Offices relay to County Offices

Notice FI-2658

2 2004 Fiscal Year-End Information

A Obligation Processing Deadline

All loan and grant obligation requests must be processed through the field office terminal system no later than 7:00 p.m. c.t., Thursday, September 30, 2004.

B Obligation Processing Guidance

Transactions that reject on or before September 30, 2004, because of lack of funds cannot be resubmitted for processing until the National Office has made FY 2005 funding available. To the extent possible, all obligations should be processed before September 30, 2004.

C Program Loan Costs Processing

Separate procedures will be issued outlining deadlines for processing program loan costs through NFC in New Orleans, Louisiana.