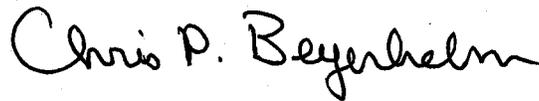


For: State Offices

2016 FY-End Procedures for PLCE Activity

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

NFC has established FY-end 2016 cutoff dates for Financial Management Modernization Initiative (FMMI) transactions.

B Purpose

This notice provides:

- FY-end processing instructions for State Offices to ensure that all FY 2016 PLCE transactions are properly recorded in a timely manner
- information on the effect of FY 2016 close on “A” account funds from FY 2011.

C Contact

If there are questions about this notice, State Offices shall contact Jan Boeckmann by either of the following:

- e-mail to jan.boeckmann@stl.usda.gov
- telephone at 314-457-4123.

Disposal Date	Distribution
January 1, 2017	State Offices

Notice FI-3294

2 State Office Action

A SED Action

SED's shall ensure that all PLCE obligations have been entered in FMMI and approved by 7 p.m. c.t., **September 27, 2016**, to be included in FY 2016 processing.

FY 2016 PLCE disbursements **must** be approved in FMMI by 7 p.m., c.t., September 27, 2016, to ensure a check is issued before the close of FY2016.

By 7 p.m. c.t., September 27, 2016, PLCE Field Office staff should review all obligation and disbursement documents to ensure that there are no parked documents in FMMI. Obligations and disbursements that have an error and cannot be approved in FMMI should be sent by e-mail to Jan Boeckmann, Administrative Funds Control Branch, St. Louis, Missouri, at jan.boeckmann@stl.usda.gov, no later than 7 p.m. c.t., September 27, 2016.

Obligation processes for FY 2017 funds will resume October 11, 2016, subject to budget approval. Disbursements for FY 2017 will resume in FMMI beginning October 11, 2016.

B FY 2011 "A" Account

Funding for FY 2011 obligations for the "A" account will expire at 3 p.m. c.t., **September 30, 2016**. Any remaining undisbursed balance on these obligations will be systematically canceled.