

Stinson, Judy

Subject: FW: Year-End Memo

From: Bax, Lori
Sent: Monday, May 20, 2019 5:54 AM
To: DNR.Soil and Water Conservation Districts staff <dnr.soilandwaterconservationdistrictsstaff@dnr.mo.gov>
Cc: DNR.SWC Staff <dnr.swcstaff@dnr.mo.gov>
Subject: Year-End Memo

Fiscal Year 2019 (FY19) will close on June 30, 2019. The program wants to remind districts of important dates concerning FY19 year-end procedures.

District Administrative Expenses and Reports

June 30, 2019	All FY19 expenses (including payroll tax liabilities) must be paid on or before.
July 20, 2019	FY19 Fourth Quarter Reports must be submitted to the program office (submit electronically to lori.bax@dnr.mo.gov).

Per Memorandum 2019-0016, all bank accounts, check registers and treasurer's report must be reconciled prior to submitting the FY 19 fourth quarter report. The ending balances from the quarterly report will be used for the startup numbers in the new financial system.

Cost-Share

MoSWIMS will be locked on May 28, 2019, to load FY20 allocations for cost-share. Availability of FY20 funding will allow districts to complete termination date extensions for contracts that have been started. If a district has insufficient funds in a resource concern to complete change orders for time extensions with the FY20 initial allocation, notify April Brandt at april.brandt@dnr.mo.gov. Board approved contracts for practices not started prior to the established termination date must be cancelled in accordance with cost-share policy contained in Section IV, page 3, of the Cost-Share Handbook.

The FY20 allocations (loaded on May 28, 2019) cannot immediately be used for approval of new contracts. The funding is only available to roll started FY 19 contracts into FY 20.

In an effort to help ensure contract payments may be processed in timely manner in Fiscal Year 2019 (FY19), please submit the State of Missouri "Vendor Input/ACH- EFT Application" to the Office of Administration as soon as possible.

During rollover, all pending contracts will be issued a new contract number as numbering is based on the fiscal year of board approval. A MoSWIMS note will be generated by the system to indicate the old and new contract numbers. Component costs will be updated based upon the June 2019 State Component Average Cost List. Here are some important dates to remember:

May 28, 2019 (7:00 a.m.)	MoSWIMS locked to load FY20 cost-share allocations.
June 17, 2019 (midnight)	Contract payments to be paid in FY19 must be at the status of PEND PO FIN on the Contract Event Lookup screen.
June 28, 2019 (5:00 p.m.)	MoSWIMS locked for statewide rollover.
July 9, 2019	Approximate date MoSWIMS will be unlocked.

If you have any questions on the information contained in this email, please contact your district coordinator.

Thank you.
Soil and Water Conservation Program

We'd like your feedback on the service you received from the Missouri Department of Natural Resources. Please consider taking a few minutes to complete the department's Customer Satisfaction Survey at <https://www.surveymonkey.com/r/MoDNRsurvey>. Thank you.