

STATE OF MISSOURI
DEPARTMENT OF NATURAL RESOURCES

Jeremiah W. (Jay) Nixon, Governor • Sara Parker Pauley, Director

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MEMORANDUM

2011-027

DATE: June 24, 2011

TO: All Soil and Water Conservation Districts

FROM: *BM* Colleen Meredith, Acting Director
Soil and Water Conservation Program

SUBJECT: **Year-End Procedures**

On June 30, fiscal year 2011 (FY11) comes to a close. As this date rapidly approaches, we want to remind districts of important dates concerning FY11 year-end procedures.

- June 30 -FY11 expenses must be paid on or before June 30.
- All FY11 payroll tax liabilities must be paid on or before June 30.
- July 15 -All FY11 Fourth Quarter Reports must be postmarked and mailed to the program office.
- August 2 -FY11 Equipment Inventory Form - For more guidance in filling this out, refer to Memorandum 2008-030. A **single** copy of this form needs to be forwarded to the program office.
- FY11 District Financial Report due in the program office. Submit **two** copies each of a detailed and a summary financial report to the program office.
- August 16 -Semi-Annual Progress Report and Semi-Annual Activity Log due for **AgNPS SALT** projects.

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AgNPS SALT

- FY12 Annual Budgets for AgNPS SALT projects will not be required.
- Current plans support implementation of funding for AgNPS SALT projects as defined on the project's Long-Term Budget for FY12.
- For ongoing AgNPS SALT projects, any FY11 contracts not completed by June 30, 2011 will be paid from the project's FY12 allocation.
- For projects ending this fiscal year, during MoSWIMS rollover an allocation amount will be entered to cover practices that were started but not completed during FY11.

REGULAR COST-SHARE

- Contract payments will be paid from the district's FY11 allocation if submitted to the program office within MoSWIMS prior to July 1, 2011.
- Board approved contracts for practices not started prior to the termination date must be cancelled, and the board approval date of the cancellation must be entered into MoSWIMS to release funds associated to the contract.
- More detailed information on the cost-share rollover process was included in Memo 2011-025.

FINANCIAL RECORDS:

- Do not start the New Year process until your Fourth Quarter report is approved. You will be notified by email when your report is approved.

If you have any questions on the forms, or any other information contained in this memorandum, please contact your district coordinator or the Soil and Water Conservation Program, P.O. Box 176, Jefferson City, MO 65102-0176, phone 573-751-4932.

CM:dc