



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

# DEPARTMENT OF NATURAL RESOURCES

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## MEMORANDUM

2012-031

DATE: May 22 2012

TO: All Soil and Water Conservation Districts

FROM: *km* Ken Struempf, District Operations Section  
Soil and Water Conservation Program

**SUBJECT: Year-End Reminders**

Fiscal year 2012 (FY12) will be closed on June 30, 2012. As this date rapidly approaches, we want to remind districts of important dates concerning FY12 year-end procedures.

### District Administrative Expenses and Reports

June 30 FY12 district expenses must be paid on or before June 30.

All FY12 payroll tax liabilities must be paid on or before June 30.

July 20 All FY12 Fourth Quarter Reports must be postmarked and mailed to the program office.

August 3 FY12 Equipment Inventory Form, available on the SWCD Intranet under forms, needs to be forwarded to the program office.

FY12 District Financial Report due in the program office. Submit **two** copies each of a detailed and a summary financial report to the program office.

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

All SWCDs  
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Regular and AgNPS SALT Cost-Share

*More detailed information on the cost-share year-end procedures and MoSWIMS rollover can be found in Memo 2012-027.*

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|-------------------|--|
| May 25 (5:00 pm)  | FY12 contracts must be submitted to the program office for contract review.                                    |
| June 1 (7:00 am)  | MoSWIMS locked down to load FY13 cost-share allocations.   |
| June 15 (5:00 pm) | Contract payments to be paid in FY12 must be at the status of PEND PO FIN on the Contract Event Lookup screen. |
| June 29 (5:00 pm) | MoSWIMS locked for statewide rollover.   |
| July 3            | Approximate date MoSWIMS will be unlocked.   |
| August 15         | Semi-Annual Progress Report and Semi-Annual Activity Log due for <b>AgNPS SALT</b> projects.                   |

For AgNPS SALT projects ending this fiscal year, during MoSWIMS rollover an allocation amount will be entered to cover practices that were started but not completed during FY12.

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. Thank you.

KS:dc