



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

DEPARTMENT OF NATURAL RESOURCES

www.dnr.mo.gov

MEMORANDUM

2013-019

DATE: May 24, 2013

TO: All Soil and Water Conservation Districts

FROM:  Colleen Meredith
Soil and Water Conservation Program

SUBJECT: Year-End Reminders

Fiscal year 2013 (FY13) will be closed on June 30, 2013. As this date rapidly approaches, the program wants to remind districts of important dates concerning FY13 year -end procedures.

District Administrative Expenses and Reports

June 30, 2013	All FY13 expenses must be paid on or before. All payroll tax liabilities must be paid on or before.
July 20, 2013	FY13 Fourth Quarter Report must be mailed (postmarked) to the program office. (refer to memo 2013-10 for additional Quarterly Report deadlines)
August 2, 2013	Equipment Inventory Form must be submitted to the program office (submit electronically to lori.bax@dnr.mo.gov). District Year End Financial Report must be submitted to the program office – a detailed and a summary Year End Financial Report (submit electronically to lori.bax@dnr.mo.gov).

Please do not start the Accounting New Year process until your FY13 Fourth Quarter report is approved. The district will be notified via email when your report is approved.

Regular and AgNPS SALT Cost-Share Procedures

The Missouri Soil and Water Information Management System (MoSWIMS) will allow the submittal of fiscal year 2013 (FY13) Regular and AgNPS SALT cost-share contracts for contract review until 5:00 p.m. on May 24, 2013. All contracts that are successfully submitted by the deadline can be board approved and processed for payment this fiscal year. Districts will be able to continue to create change orders after May 24, 2013 for FY13 contracts and will be able to proceed as usual with FY14 Advance Allocation funds (see more below).

All contract payments to be paid in FY13 must be at the status of PENDING PO FIN on the MoSWIMS Contract Event Lookup screen by 5:00 p.m. on Friday June 14, 2013. Board approved contracts for practices not started prior to the established termination date or by June 14, 2013 must be cancelled in accordance with cost-share policy contained in Section IV, page 3 of the Cost-Share Handbook.

MoSWIMS will be locked on June 3, 2013 to load FY14 allocations for Regular and AgNPS SALT cost-share. Availability of FY14 funding will allow districts to complete termination date extensions for contracts that have been started but will not be completed by the June 14, 2013 deadline. If a district has insufficient funds to complete change orders for time extensions with the FY14 initial allocation, notify April Brandt at april.brandt@dnr.mo.gov.

The FY14 allocations (loaded on June 3, 2013) are not to be utilized to approve new contracts until July 1, 2013. Districts that requested FY14 Advanced Allocation funds will be able to proceed with entry of FY14 contracts until 5:00 p.m. on June 28, 2013. MoSWIMS will be locked at that time to complete statewide rollover. It is estimated that MoSWIMS will be unlocked on July 3, 2013. Notification emails will be issued informing district staff of these events.

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 number. Component costs will be updated based upon the June 2013 Natural Resources Conservation Service Standardized State Average Cost List.

Here are important dates and times to remember:

May 24, 2013 (5:00 p.m.)	FY13 contracts must be submitted to program office for contract review.
June 3, 2013 (7:00 a.m.)	MoSWIMS locked to load FY14 cost-share allocations.
June 10, 2013 (5:00 p.m.)	All Vendor Input ACH/EFT Application Forms for FY13 contracts must be submitted to the Office of Administration.
June 14, 2013 (5:00 p.m.)	Contract payments to be paid in FY13 must be at status of <i>PENDING PO FIN</i> on the Contract Event Lookup screen.
June 28, 2013 (5:00 p.m.)	MoSWIMS locked for statewide rollover.
July 3, 2013	Approximate date MoSWIMS will be unlocked.

All SWCDs
May 24, 2013
Page two

August 15, 2013	Semi-Annual Progress Reports and Semi-Annual Activity Log due in to program office for all AgNPS SALT 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 FY13.

If you have any questions on the 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.

CM:cm