



Jeremiah W. (Jay) Nixon, Governor

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# DEPARTMENT OF NATURAL RESOURCES

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## MEMORANDUM

2015-015

DATE: May 18, 2015

TO: All Soil and Water Conservation Districts

FROM: *CW* Colette Weckenborg, Fiscal and Administrative Manager  
Soil and Water Conservation Program

SUBJECT: Year-End Reminders

Fiscal Year 2015 (FY15) will close on June 30, 2015. As this date rapidly approaches, the program wants to remind districts of important dates concerning FY15 year-end procedures.

### District Administrative Expenses and Reports

June 30, 2015	All FY15 expenses must be paid on or before. All payroll tax liabilities must be paid on or before.
July 20, 2015	FY15 Fourth Quarter Reports must be submitted to the program office (submit electronically to <a href="mailto:lori.bax@dnr.mo.gov">lori.bax@dnr.mo.gov</a> ).
August 3, 2015	Equipment Inventory Form must be submitted to the program office (submit electronically to <a href="mailto:lori.bax@dnr.mo.gov">lori.bax@dnr.mo.gov</a> ). District Year End Financial Report must be submitted to the program office - a detailed and a summary Year End Financial Report (submit to <a href="mailto:lori.bax@dnr.mo.gov">lori.bax@dnr.mo.gov</a> ).

**Do not start the Accounting New Year process until the FY15 Fourth Quarter report has been approved. The district will be notified via email when the report is approved.**

Regular and AgNPS SALT Cost-Share

**All contract payments to be paid in FY15 must be at the status of PEND PO FIN on the MoSWIMS Contract Event Lookup screen by midnight Monday, June 15, 2015.** Board approved contracts for practices not started prior to the established termination date or by June 15, 2015, 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 May 27, 2015, to load FY16 allocations for Regular cost-share. Availability of FY16 funding will allow districts to complete termination date extensions for contracts that have been started, but will not be complete by the June 15, 2015, deadline. If a district has insufficient funds in a resource concern to complete change orders for time extensions with the FY16 initial allocation, notify April Brandt at [april.brandt@dnr.mo.gov](mailto:april.brandt@dnr.mo.gov).

The FY16 allocations (loaded on May 27, 2015) are not allowed to be used for approval of new contracts until July 1, 2015. Districts that requested FY16 Advanced Allocation funds will be able to proceed with entry of FY16 contracts until 5:00 p.m. on June 30, 2015. MoSWIMS will be locked at that time to complete statewide rollover. It is estimated that MoSWIMS will be unlocked on July 8, 2015. 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 numbers. Component costs will be updated based upon the June 2015 State Component Average Cost List.

Here are some important dates to remember:

May 27, 2015 (7:00 a.m.)	MoSWIMS locked to load FY16 cost-share allocations.
June 11, 2015 (5:00 p.m.)	All Vendor Input ACH/EFT Application Forms for FY15 contracts must be submitted to the Office of Administration.
June 15, 2015 (midnight)	Contract payments to be paid in FY15 must be at the status of PEND PO FIN on the Contract Event Lookup screen.
June 30, 2015 (5:00 p.m.)	MoSWIMS locked for statewide rollover
July 8, 2015	Approximate date MoSWIMS will be unlocked.
August 15, 2015	Final Semi-Annual Progress Report and Semi- Annual Activity Log due for AgNPS SALT projects.

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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 FY15.

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

CW:djs