



Jeremiah W. (Jay) Nixon, Governor

Sara Parker Pauley, Director

DEPARTMENT OF NATURAL RESOURCES

dnr.mo.gov

MEMORANDUM 2016-019

DATE: May 25, 2016

TO: All Soil and Water Conservation Districts

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

SUBJECT: Year-End Reminders

Fiscal Year 2016 (FY16) will close on June 30, 2016. The program wants to remind districts of important dates concerning FY16 year-end procedures.

District Administrative Expenses and Reports

June 30, 2016	All FY16 expenses (including payroll tax liabilities) must be paid on or before.
July 20, 2016	FY16 Fourth Quarter Reports must be submitted to the program office (submit electronically to lori.bax@dnr.mo.gov).

Do not start the Accounting New Year process until the FY16 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 FY16 must be at the status of PEND PO FIN on the MoSWIMS Contract Event Lookup screen by midnight on Friday, June 17, 2016. Board approved contracts for practices not started prior to the established termination date or by June 15, 2016, 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 26, 2016, to load FY17 allocations for cost-share. Availability of FY17 funding will allow districts to complete termination date extensions for contracts that have been started, but will not be complete by the June 15, 2016, deadline. If a district has insufficient funds in a resource concern to complete change orders for time extensions with the FY17 initial allocation, notify April Brandt at april.brandt@dnr.mo.gov.

The FY17 allocations (loaded on May 26, 2016) can immediately be used for approval of new contracts. District must make sure they have enough funds to cover FY16 rollover contracts prior to obligating funds to any new FY17 contracts.

MoSWIMS will be locked on June 30, 2016, at 5:00 p.m. to complete statewide rollover. It is estimated that MoSWIMS will be unlocked on July 11, 2016. 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 2016 State Component Average Cost List. Here are some important dates to remember:

May 26, 2016 (7:00 a.m.)	MoSWIMS locked to load FY17 cost-share allocations.
June 10, 2016	All Vendor Input ACH/EFT Application Forms for FY16 contracts must be submitted to the Office of Administration.
June 17, 2016 (midnight)	Contract payments to be paid in FY16 must be at the status of PEND PO FIN on the Contract Event Lookup screen.
June 30, 2016 (5:00 p.m.)	MoSWIMS locked for statewide rollover.
July 11, 2016	Approximate date MoSWIMS will be unlocked.
August 15, 2016	Final Semi-Annual Progress Report and Semi-Annual Activity Log due for AgNPS SALT projects.

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