



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

# Memorandum

Subject: **ACTION**: Fiscal Year 2004 Yearend Procedures

Date: **JUL 15 2004**

From: Director, William J. Hughes Technical Center, ACT-1

Reply to  
Attn. of:

To: SLT

The Department of Transportation's Chief Financial Officer (CFO) memorandum dated May 7 advised of accelerated Financial Statement deadlines this year that will affect the Federal Aviation Administration's yearend process. This is due to the Office of Management and Budget (OMB) requirement for all agencies to complete audited financial statements by November 15, 2004. The yearend guidance herein conforms to the DOT guidance and will apply to organizations reporting directly to my office.

As uncertainties regarding Delphi fund balances are likely to continue through fiscal year end, the Strategic Leadership Team (SLT) implemented earlier procurement cutoff dates. These key dates and others pertaining to yearend closing are:

**July 26** - Cutoff for submission of approved PRs for new sole source contracts and new contracts for commercial items.

**August 1** - Cutoff for submission of all other approved Procurement Requests (PRs) and Grant Requests (GRs) to awarding officials.

**August 13** - Cutoff for closing fiscal year purchase card actions; except for Acquisition, Material, and Grants Management Divisions' cards.

**August 19** - Cutoff for submission of Cash Award actions funded with FY 2004 funds.

**September 10** - Cutoff for submission of all other obligation documents to accounting.

**September 13** - Cutoff for submission of allowance adjustments to the Office of Budget.

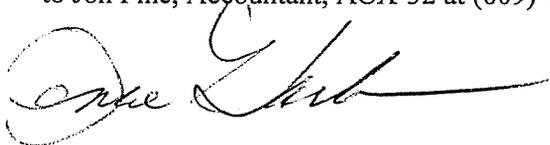
**September 29** - Cutoff for the accounting office to post obligation adjustments and accruals of any FY 2004 funds. The DOT CFO has advised FAA "As a result of the accelerated schedule there will be no post September 29, 2004, "grace period" or "pipeline obligations".

Documents received after the above cutoff dates will not be processed. If under unusual circumstances there is a request for a document to be processed after these dates, it must be

accompanied by justification detailing the urgent nature of the requirement and submitted through the applicable SLT manager to my office for approval. Even with this justification there is no guarantee that the document will, or can, be processed.

These fiscal yearend actions and other detailed requirements are discussed within Attachment 1, Management and Control of FY 2004 Program Yearend Procedures. All dates are designed to maintain compliance with the direction set forth by the Department. The Attachment 2, Yearend Procedure Schedule, provides a chronologically sequenced list of all critical actions.

It is the responsibility of each manager to assure that all participating personnel are issued a copy of these procedures, and are briefed concerning the significance of the requirements herein. Please address inquiries concerning these instructions through your organization business analyst to Jon Fine, Accountant, ACX-32 at (609) 485-6161.

A handwritten signature in black ink, appearing to read "Anne Harlan", with a long, sweeping horizontal stroke extending to the right.

Anne Harlan

Attachments

## ATTACHMENT 1

**MANAGEMENT AND CONTROL OF FY 2004 PROGRAM  
YEAREND PROCEDURES**

These guidelines emphasize the need for affirmative and positive control of all funds during the remainder of FY 2004 and establish procedures for maintaining these controls. Please note that although the fiscal year ends September 30, the Department of Transportation (DOT) Chief Financial Officer (CFO) memorandum of May 7 advises there will be no post September 29, 2004, "grace period" or "pipeline obligations". The procedures outlined below support that direction.

**1. All Technical Center Organizations** shall utilize the information in Delphi for official fund tracking purposes. Obligation, accrual, and expenditures of agency funds are not officially recorded unless reflected in Delphi. To ensure funds are properly obligated, the following actions must be performed or coordinated by managers, supervisors, business managers, administrative officers, and/or program managers of each customer organization. All customer organizations shall ensure adherence to the following:

a. Purchase Requisition (PR) Administration - All Procurement Requests (PRs) and Grant Requests (GRs) funded with FY 2004 funds must be completed early and sent to the appropriate contracting and/or grants officer to ensure completion of award in time for the obligations to be entered to Delphi before the end of the fiscal year. Cutoff dates are:

**July 26** - Cutoff for submission of approved PRs for new sole source contracts or new contracts for commercial items

**August 1** - Cutoff for submission of **all other** approved PRs and GRs to awarding officials

b. Expiring Appropriations - The appropriations below will not be available for obligation at close of business September 30. Obligations for these appropriations must be awarded and documentation received by the Accounting Services Group, ACX-32, by September 10. The period between September 10 and September 29 is intended for adjustments only. Un-obligated balances remaining in the following appropriations, as of COB September 30, will be automatically withdrawn. The expiring appropriation fund codes are:

1240100000	Operations (OPS) Appropriation
1248800000	Research, Engineering & Development (R,E,&D) Appropriation
12482A0000	Facilities and Equipment (F&E) Appropriation
12482W0000	F&E Appropriation for Personnel, Compensation, Benefits, and Travel (PCB&T)

c. Canceling Appropriations - The appropriations below will not be available for expenditures at close of business September 30. The Service Liaison Staff (ACX-5) supporting business analyst should coordinate a review of all undelivered orders funded with these canceling appropriations with the cognizant program office official; and take appropriate action to assure invoices have been received and paid, and all expenditures processed; and/or de-obligate the remaining funds by September 10. The canceling appropriation fund codes are:

1290100000	Operations (OPS) Appropriation
1290100009	Operations (OPS) Appropriation, Reimbursable
1298200000	Facilities and Equipment (F&E) Appropriation
12982A0000	Facilities and Equipment (F&E) Appropriation
12982W0000	F&E Appropriation for Personnel, Compensation, Benefits, and Travel (PCB&T)
1298800000	Research, Engineering & Development (R,E,&D) Appropriation

d. Funds Authorized to Other Regions/Organizations - The ACX-5 business analysts and cognizant program office officials must validate that all funds provided to other regions, or organizations, have been obligated in Delphi, and follow up on any discrepancies. Notify the Financial Management Division, ACX-30, prior to September 10 of all pending funding actions not yet obligated in Delphi. These may include funding documents such as PRs, Memoranda of Understanding (MOU), Memoranda of Agreement (MOA), memoranda for overtime, travel, and other documents providing funding to other FAA organizations which have not yet been obligated in Delphi.

e. Reimbursable Agreements - The ACX-5 business analysts and cognizant program office officials must review all reimbursable funding agreements received from other government agencies with funds expiring September 30. Ensure any expiring funding received is obligated with a reimbursable project by September 10. Notify ACX-30, no later than September 10, of any expiring reimbursable funding not expected to be obligated before September 30. ACX-32 must return any unused funding back to the funds granting agency for their use prior to the end of the fiscal year.

f. Purchase Card Administration - Approved purchase card invoices are downloaded from the National Automated Credit Card System (NACCS) to Delphi daily. The last extract from NACCS usually occurs during the last week of the fiscal year and will be communicated to all cardholders after notification from the DOT Delphi group. The dates identified below are subject to change pending receipt of that information. The dates below should be used for planning purposes in the interim.

(1) Cease purchase of materials and supplies with Bank of America (BOA) Master Card as of August 13. The BOA Program Manager will withdraw credit card procurement authority from all non-Acquisition, Material, and Grants Management Division cardholders as of that date. Acquisition, Material, and Grants Management Divisions cardholder' purchase authority will be withdrawn on September 10. Purchase authority for all cardholders will be re-authorized on October 1 for new-year procurements.

(2) The ACX-5 business analysts will coordinate, with the cognizant organization, reconciliation of credit card purchases to the official Delphi records on a monthly basis through the entire fiscal year. This monthly reconciliation is imperative for the last quarter. Cardholders should make all necessary adjustments in NACCS.

(3) Cardholders and approving officials must review, adjust, and approve all purchases in NACCS by September 10, and each day thereafter until September 20.

(4) Each organization should plan to provide the Accounting Services Group, ACX-32, by September 23, a list of Master Card orders that have not appeared in NACCS as of September 20. This list must include the following items: Master Card number, accounting information, vendor name, and purchase amount. The cognizant ACX-5 business analyst must be consolidate the information at the division or staff office level and forward to ACX-32. Accounting will supply an excel spreadsheet for standardizing accrual recording.

g. Travel Administration - The final closing year extract from TEServ to Delphi will be run at noon on September 28. The ACX-5 business analysts should coordinate the following actions with the cognizant program offices

(1) Ensure all valid travel vouchers in TEServ are routed, reviewed, and electronically approved by Travel Approving Officials in TEServ by September 10. Vouchers should be completed and approved within one workday of trip completion date from September 10 until year-end.

(2) Ensure all authorizations for emergency FY 2004 travel beginning after September 28 is created in TEServ, printed, and hand carried to ACX-32 immediately upon approval to assure obligation in Delphi by close of business September 29.

(3) Ensure travel on Limited Open Authorizations (LOA's) is not performed after September 10. Individual orders must be created and approved in TEServ daily until September 28, so that travel obligation records can be established.

(4) Ensure travel orders for trips beginning in FY 2004 and ending in FY 2005 are funded as follows:

Cite FY 2004 funds for round trip tickets procured in FY 2004;

Cite FY 2004 funding for per diem up to September 30;

Cite FY 2005 funding for per diem after September 30; and,

All vouchers should separately reflect per diem costs claimed for each fiscal year.

(5) Ensure only FY 2005 funding is cited on travel orders for trips beginning after September 30, even if tickets are purchased prior to September 30. Fiscal Year 2005 travel appropriation fund codes are as follows:

1250100000 Operations (OPS) Appropriation

12582W0000 Facilities and Equipment (F&E) Appropriation

1278800000 Research, Engineering, and Development (R,E,&D) Appropriation

h. Permanent Change of Station (PCS) Administration - Organizations, in coordination with ACX-5, should review these open obligations by September 10. If the PCS has been completed, it is imperative to ensure that a voucher has been submitted. Should the review reveal that a decrease in obligations is warranted, submit an adjusted PCS authorization to AMZ-130 immediately. Customers should also be cognizant of any potential year-end recruitment actions that may result in the need to obligate PCS funds by year-end. Every effort should be taken to have all PCS decreases and/or increases posted by AMZ-130 by September 10.

i. Cash Awards - Ensure award justification memoranda to be charged to FY 2004 funds, are submitted via the appropriate ACX-5 Awards Coordinators to Human Resource Management Division, ACT-10, by close of business August 19. This date is required to assure that award payments will be paid by Pay Period 20, and paid to the employees no later than the last pay day, September 28, within the closing fiscal year.

j. Other Obligations - Notify the Financial Management Division, ACX-30, of any pending actions such as contractual, out-of-agency, or tuition reimbursement training, etc., to be obligated with closing fiscal year funds by September 10.

**2. The Service Liaison Staff, ACX-5**, shall coordinate fiscal year-end actions and requirements described herein between the supported program office and the appropriate supporting shared services organization within the Office of Operations, Technology, and Acquisition (OTA).

**3. The Financial Management Division, ACX-30**, shall perform the following:

a. Monitor fund availability and individual program balances to assure that a positive allotment balance is maintained.

b. Submit requested allowance adjustments to the Office of Budget by September 13.

c. Ensure all individual travel authorizations approved in TEServ as of noon September 28 are imported and obligated in Delphi.

d. Ensure that any purchase card purchases identified by customers as not reflected in NACCS as of September 20 are accrued in Delphi by September 28.

e. Ensure obligation of the following documents daily after September 10 as provided by customer organizations.

- U.S. Government Bill of Ladings, SF-1103's as provided by the Transportation and Mail Services Group, ACX-54
- Print order requests as provided by the Advanced Imaging Division, ACX-60
- NACI Security Clearances as provided by ACT-8
- Automotive fuel obligations as per the Gas Boy Fuel Report, as provided by the Facility Services and Engineering Division, ACX-40
- Aviation Fuel Slips as provided by the Flight Program Group, ACB-870

f. Meet with the Acquisition, Materiel, & Grants Division, ACX-50, representatives on the following dates to determine procurement actions that will be processed in FY 2004 vs. delayed until FY 2005:

- August 24 to identify PRs that will not be awarded in FY 2004
- September 14 to provide a list of all remaining open PR and GR documents

**4. The Acquisition, Materiel, & Grants Division, ACX-50, shall perform following:**

a. Ensure that all awarded PRISM PR's are properly approved and released daily, and forwarded to ACX-32 within 1 workday of the award and no later than September 10.

b. Provide all FY 2004 grants obligation documents to ACX-32 as of September 10.

c. Withdraw BOA Master Card purchase authority as of August 13 from all non-Acquisition, Material, and Grants Management Divisions cardholders.

d. Ensure all logistics BOA card purchases beginning August 14 have been reviewed by the Budget Services Group, ACX-31, prior to purchase.

e. Withdraw BOA Master Card purchase authority as of September 10 from all logistics cardholders.

f. Meet with ACX-31 on the following dates to determine procurement actions that will be processed in FY 2004 vs. delayed until FY 2005:

- August 24 to identify PRs that will not be awarded in FY 2004
- September 14 to provide a list of all remaining open PR and GR documents

g. Discontinue all issues from inventory after September 10 except for oil, lubricants, and emergency issues. Update NACCS purchase card orders daily.

h. Discontinue all but emergency stock replenishment actions after September 10.

i. Deliver Government Bills of Lading (GBLs) daily to ACX-32 beginning September 10.

**5. The Facility Services & Engineering Division, ACX-40, shall ensure the Gas Boy Fuel Usage Report for GSA vehicles is delivered to ACX-32 by September 10 and each day thereafter.**

**6. The Advanced Imaging Division, ACX-60, shall ensure all printing request obligation copies are forwarded to ACX-32 for obligation prior to September 10 and hand-carried each day thereafter until the end of the fiscal year.**

**7. The Flight Program Group, ACB-870, shall hand carry aviation fuel slips to ACX-32 after September 10, until the end of the fiscal year.**

<u>DUE DATE</u>	<u>ACTION ORG</u>	<u>ACTION</u>	<u>PARAGRAPH REFERENCE</u>
7/26	ALL	Procurement Requests (PRs) for closing FY new sole source contracts and new contracts for commercial items must be certified for funds availability and sent to the contracting office for action by this date..	1a
8/1	ALL	<b>All other</b> closing FY PR's and Grant Request (GRs) must be certified for funds availability and sent to the contracting office, or grants office as applicable, for action by this date.	1a
8/13	ALL	Purchase card authority is withdrawn from all ACT cardholders, except for ACX-50 cardholders .	1f(1)
8/19	ALL	Last date to submit closing FY funded Cash Award actions to ACT-10 via ACX-5 Awards Administrator .	1i
8/24	ACX-50 & ACX-31	Meet to review and identify closing FY PRs & GRs that will not be awarded.	3f & 4f
9/10	ALL & ACX-5	Review undelivered orders with canceling appropriations and take action to assure all expenditures have been processed and /or deobligate the remaining funds.	1c
9/10	ALL & ACX-5	Validate all funds authorized to other organizations and regions are obligated in Delphi and notify ACX-32 of any pending funding actions not recorded.	1d
9/10	ALL & ACX-5	Review Reimbursable Agreements and ensure expiring funds are obligated or returned prior to year end.	1e
9/10	ALL & ACX-5	Complete full year reconciliation of purchase card purchases in NACCS to Delphi and process adjustments in NACCS.	1f(2)
9/10	ALL & ACX-5	Cardholders and approving officials must review, adjust, and approve all purchases in NACCS by this date, and each day thereafter until September 20.	1f(3)
9/10	ALL & ACX-5	Ensure all valid travel vouchers in TEServ are routed, reviewed, and electronically approved by Travel Approving Officials in TEServ by September 10. Vouchers should be completed and approved within one workday of trip completion date from September 10 until year-end.	1g(1)
9/10	ALL	Ensure travel on Limited Open Authorizations (LOA's) is not performed after September 10. Individual orders must be created and approved in TEServ daily until September 28, so that travel obligation records can be established.	1g(3)
9/10	ALL	Complete validation of all open Permanent Change of Station (PCS) obligations.	1h
9/10	ALL	Notify ACX-30 of any pending/unrecorded other obligations such as training actions that will result in an obligation of FY04 funding (college tuition reimbursement, out-of-agency, etc.)	1j
9/10	Identified Org.	The following documents should be hand carried to ACX-32 daily after this date to ensure recording of the obligation by fiscal year-end; SF-85 NACI Security Clearances by <b>ACT-8</b> , Print Orders and Requests by <b>ACX-60</b> , Aviation Fuel Slips by <b>ACB-870</b> , Gas Boy Report by <b>ACX-60</b> , Grant Awards by <b>ACX-50</b> , Fedstrip Orders by <b>ACX-53</b> , and Government Bills of Lading (GBLs) by <b>ACX-54</b> .	3e

## YEAREND PROCEDURE SCHEDULE

<u>DUE DATE</u>	<u>ACTION ORG</u>	<u>ACTION</u>	<u>PARAGRAPH REFERENCE</u>
9/10	ACX-50	Purchase card authority is withdrawn from all ACX-50 cardholders.	4e
9/10	ACX-53	Discontinue all issues from inventory except for oil, lubricants, and emergency issues. Notify ACX-32 immediately of any issues made after this date.	4g
9/10	ACX-53	Discontinue all but emergency stock replenishment actions. Notify ACX-32 immediately of any purchases made after this date.	4h
9/13	ACX-31	Submit requested allowance adjustments to the Office of Budget by September 13.	3b
9/14	ACX-50 & ACX-31	Meet to review and identify closing year PRs & GRs that will not be awarded.	3f & 4f
9/14	ACX-50 & ACX-31	Ensure all ACX-50 purchase card purchases beginning August 14 have been reviewed by the Budget Services Group, ACX-31, prior to purchase.	4d
9/23	ALL via ACX-5	Provide ACX-32 a list of all purchase card purchases not appearing in NACCS as of September 20 by this date.	1f(4)
9/28	ACX-32	Perform final TEServ extract at noon.	1g
9/28	ALL	Ensure all authorizations for emergency FY 2004 travel beginning after this date are created in TEServ, printed, and hand carried to ACX-32 immediately upon approval to assure obligation in Delphi by close of business September 29.	1g(2)
9/28	ACX-32	Ensure all individual travel authorizations approved in TEServ as of noon September 28 are imported and obligated in Delphi.	3c
9/28	ACX-32	Ensure that any purchase card purchases identified by customers as not reflected in NACCS as of September 20 are accrued in Delphi by this date.	3d