

21. Fiscal year closeout procedures

The below procedures provide overall guidance for year end close out and will be revised annually.

FY 2003 CLOSEOUT INSTRUCTIONS

PURPOSE: This instructional document is designed to assist the WINS, CGOF, FPD, etc. system users with comprehensive guidance on the closing procedures and processes necessary to ensure a smooth and accurate fiscal year end closing. Each section of this document is broken down by transaction type for ease of research and comprehension. Please note that these instructions are in addition to any closing instructions provided to you by Headquarters. **Questions on any section of this instructional guide should be directed to the POC listed on Attachment II. The POCs are knowledgeable on the topics noted by their name. Attachment I incorporates pertinent timelines that are crucial to successful yearend closing. This guide, in general, pertains to funding for Operational Expenditures (OE) and Reserve Training (RT) only. Invoice payment procedures for expiring AC&I funds are addressed in Section III, Item K.**

SECTION I**REPORT REVIEW AND SUBMISSION:**

- (A) PES Report – Program Element Status Report must be reviewed and scrubbed for determination of cancellation or execution of open obligations and/or commitments. PES errors over \$1,000 as of the 30th of August must be reconciled and forwarded to FINCEN by September 12.
- (B) FPD Error Transaction Report – review this report daily to ensure transactions are processed timely and correctly.
- (C) Inventory Cycle Count Report – this inventory (Industrial Units) should take place prior to the end of September with losses noted.
- (D) Year-end Certification Reports – instructions below are in addition to HQ reporting requirements outlined in COMDT COGARD (G-CFP) MSG R 081902Z Aug 03. Note instructions below:

(1) By Oct 1st, ATU COMMANDS (DISTRICTS/MLCS/HQ UNITS) submit year-end reports via message to COGARD FINCEN CHESAPEAKE VA/OG/FF//, Fax (757-523-6024) or E-mail to address below: MWALTERS@FINCEN.USCG.MIL and copy to JCOSTON@FINCEN.USCG.MIL. Also provide copy of e-mail/msg/fax to your AFC managers. Listing of **AFC managers** are follows:

STAFF NAME

AFC 30	CFM-2	LCDR P. MCELLIGATT
AFC 41, 42	G-S	LCDR TED ST. PIERRE
AFC 43, 45	G-S	LCDR MATT MCDONALD
AFC 56	G-W	LENORA ROBERTS
AFC 57	G-W	LT PAUL TURNER

NOTE: Year-end certification report instructions are in addition to HQ reporting requirements.

(2) ATUS only reporting requirement for FY03 OE and FY03 RT fund, specify the following:

30 SEP 2003- TOTAL ALLOTMENT/PLAN AMT
30 SEP 2003- TOTAL OBLIGATED AMT
30 SEP 2003- UNOBLIGATED BALANCE

Submit a report for each AFC and a consolidated one for the ATU (all OE AFCs). Please provide an OE and RT accounting line to be used by FINCEN to record any pipeline obligations, ie. 2/R/Approp/Lim/AFC/0/PE/Cost Center/Object Class.

NOTE: A spreadsheet is available for use in submitting year-end reports to the FINCEN. Contact Mr. Stephen Johnson at 757-523-6055 or send e-mail to:

SJOHNSON@FINCEN.USCG.MIL

NOTE: HQ AFC managers shall hold funds for antecedent liabilities for all AFCs except for AFC-43. Field ATUS holding AFC-43 funds for antecedent liabilities and HQ AFC managers should report these reserved funds in the September 30 unobligated balance line with a footnote citing that these remaining funds are being held for antecedent liabilities. The report must also contain the following statement:

“The year end obligation amount reported represents legal obligations of the USCG as of Sept 30, 2003.” HQ Offices, ATU’s and units must maintain appropriate documentation to support year-end certification reports filed with the FINCEN. DHS IG will audit the CG’s year-end pipeline. The pipeline is defined as legal obligations executed on or before September 30 that are not recorded in CGOF when the books are closed for the FY. Backup documentation is to be kept locally and be immediately available if the DHS IG auditors visit your location.

- (3) All units with capitalized personal property over \$25,000 shall prepare a certification letter for all categories of capitalized personal property maintained by the unit within five (5) working days after the end of the fiscal year in accordance with detailed instructions in the COMDT COGARD (G-CFM) MSGS 112042ZAUG 03 and 042008Z AUG 03. A separate letter is not required for each category. The CO/OIC of the unit shall sign the letter certifying the physical inventory has been completed and that all items were verified against the appropriate property system and are accurate as of September 30. All discrepancies on capitalized items should be resolved before year-end. A copy of the Certification Letter shall be forwarded to FINCEN (FR).
- (4) Cutters and Shore units with OM&S shall execute a CMplus/FLS data extraction routine on 30 September or the last working day of September. The extract must be submitted to OSC Martinsburg between 30 September and 1 October. Units that are deployed or unable to transmit must send a MSG to COMDT (G-SLP) providing the summary quantity and value of capitalized OM&S items as of 30 September. Detailed instructions can found IAW R042008Z AUG03 and R112042Z AUG03.
- (5) Units should expect two PES reports during the final week of September. The first report will be at year-end, 30 Sept, which will contain all transactions posted in FY03. The next PES report will contain all transactions processed in the new fiscal year.

SECTION II

COMMITMENTS:

As of September 30, “open” commitments will be **systematically “de-committed” or reversed**. All commitments must be converted to obligations in order to remain valid. It is the unit’s responsibility to contact the appropriate contracting officer to ensure a negotiated contract/agreement is in place (obligated) prior to fiscal year-end.

OBLIGATIONS:

Every effort should be made to post obligations before the last day of September or otherwise noted by FINCEN. Any outstanding invoices should be tracked and submitted to FINCEN as soon as possible, thus clearing outstanding obligations. As for remaining open items, it is the field offices’ responsibility to make contact with vendors or be somewhat confident that invoices will be forthcoming in the following month/s.

- (A) DOC TYPE (11 or 13) **Travel** – deferred travel or travel that crosses fiscal years should be recorded as below:

Example of travel that started in FY03 and ended in FY04

	<u>FY03</u>	<u>FY04</u>	
Airfare	\$200	0	(post to fiscal year in which travel began)
Parking	\$20	\$20	(post to fiscal year charges were incurred)
Hotel	\$300	\$100	(post to fiscal year charges were incurred)
Per Diem	\$80	\$80	(post to fiscal year charges were incurred)
Rental Car	\$150	\$90	(post to fiscal year charges were incurred)
Gas	0	\$21	(paid when rental car is turned in)

The following procedures are to be followed for processing travel claims that cross fiscal years: If travel starts in FY03 and crosses over to FY04, submit travel claim using FY04 TONO/Accounting. Actions are taken during processing to account for the fiscal year crossover. When travel starts in FY03, there is NO requirement to obtain a FY04 TONO/Accounting data for travel that crosses fiscal years. If travel starts in FY04, then an FY04 TONO/Accounting data will be required. These procedures apply to all TDY claims submitted via FAX or the US Postal Service.

- (B) DOC TYPE (30) **TRAINING** – A class beginning on September 29th is chargeable to FY03 funds whereas a class starting on October 1st may be charged to FY03 funds if the following conditions are met: (a) A valid need for training has been realized
(b) The delay between the obligation and the start of the training is not excessive.

If the above conditions “are not met” and the training starts on or after 1 October, FY04 funds should be charged.

- (C) DOC TYPE (32) **PURCHASE CARD** – Purchase card purchases will be charged to the FY on the date that items or services are ordered. If FY03 funds are to be used for Bank Of America purchases, ensure that the order date for items or services takes place prior to 1 October. Purchase card transactions appearing on your PES report that reflect other than the FY of the order date, will require PES correction. FINCEN will only correct purchase card expenditures for purchases ordered prior to 1 October that are recorded to FY04 funds in error. Use PES correction forms to

- request transfer of these charges to the prior FY03. A copy of the dated vendor documentation must support this correction form. The documentation must state that the purchase was ordered prior to 1 October 2003. If vendor documentation is not available, the order log, with signed certification stating that the order was placed on or before 30 September 2003, may be used in lieu of vendor documentation.
- (D) DOC TYPE (26 & 38) **BPAS** - if your office has BPAs that will expire at the end of the current FY and you plan to obtain supplies or services under these BPAs in the new fiscal year, it is essential to have a new BPA issued with a new FY04 accounting line. Please submit copies ASAP by mail to FINCEN (Attn: Team 4B) or fax to (757) 523-6015. Units will transmit via FPD.
- (E) DOC TYPE (44, 45, 46, 49) **UTILITIES** - utility costs are charged to the fiscal year in which the meter is read or the service period ends. If the meter is read on Oct 1 or later, then FY04 funds will be charged. Likewise, telephone service that ends on or after October 1 will be charged to FY04. In addition, the recurring charge master (RCM) will automatically establish a new FY04 line of accounting based upon the FY03 line of accounting as of 30 September. Units should review their RCM report from the FINCEN Web Site and report any accounting line corrections by September 19th. Corrections can be emailed via the RCM report web site.
- (F) DOC TYPE (23) **PURCHASE ORDERS** – services or supplies ordered or received in FY03 or prior FY for which a confirmation purchase order was not prepared until FY04 are chargeable to the FY in which the services or supplies were ordered. Purchase/delivery orders issued for fixed price service agreements, janitorial service, cable TV and delivery orders placed with OGA/GSA are document type 23 except when the contracting officer requires approval of the invoice before payment. If the contracting officer requires approval of the invoice before payment is made, then use document type 24 with block 21 directing the invoice to the contracting office. Any new purchase orders issued for cable TV must cite a non-standard number in block 4 comprised of 2304 plus the last 9 digits of the account number used by the vendor on their invoice. The standard DTCG number with P in the ninth position will be cited in block 3 of the cable purchase order.

SECTION III

INVOICE/VOUCHER PROCESSING:

- (A) Review vendor invoices and encourage vendors to bill separate accounts on separate invoices
- (B) Ensure each invoice is dated for PPA (Prompt Payment Act) calculations
- (C) Return improper invoices to vendor within 7 days
- (D) Ensure vendor invoices are for the same goods or services outlined in the obligation document.
Contact vendor and/or contracting if discrepancies occur.
- (E) Certify date and receipt of goods or services promptly.
- (F) Indicate partial or final receipt
- (G) Immediately submit proper invoice through WINS
- (H) Clear any charge disputes promptly
- (I) Remind vendors of Central Contractor Registration requirements
- (J) Ensure freight charges exceeding \$100.00 contain proper documentation
- (K) Invoices citing canceled appropriations for FY98 (8P, 8L, 801, 8E, 82, 8A) must be received at FINCEN to ensure payments can be made by the 25 September 2003 cutoff without losing the funding. Canceled appropriations for FY98 will be purged from CGOF during the FY03 year-end process and FY04 funds must be used to pay the invoices, if not received by the deadline.
- (L) Receipts must be transmitted to the FINCEN by 29 Sept to ensure they are recorded timely.

ATTACHMENT I**FY2003 Closing Actions and Due Dates**

<u>CLOSING ACTIONS</u>	<u>ACTION OFCR</u>	<u>DUE DATES</u>
Reporting of PES Errors Over \$1000	Field Units	SEPT 12
Reporting of End of Year Unobligated Balances to HQ/FINCEN	ATU Mgrs	SEPT 23
Last Day to Transmit Obligations	FPD Sites	SEPT 28
FPD/Funds Distribution Transmission	Field Budget Ofcrs	SEPT 29
Systematic Canceling of Commitments	ATM Mgrs	SEPT 30
ATU Commands Submit YR-END Reports	FINCEN/ICPS	OCT 1
Open FY04 – Field Input	FINCEN/Field Offices	OCT 6

NOTE: The deadlines above have been shortened due to accelerated Treasury reporting requirements.

ATTACHMENT II**POINTS OF CONTACT BY TOPIC/ISSUE**

<u>TOPIC</u>	<u>POC</u>
Obligation Issues	Ken Longo (757) 523-6797
Travel Payments	William Evans (757) 523-6098
Purchase Order Payments	Mike Jarrad (757) 523-6025
Contract Payments	Gloria Hardy (757) 523-6926
Lease Payments	Judy Katz (757) 523-6777
Credit Card Payments	Julia Wright (757) 523-6875
Supply Fund Payments	Terry Chantry (757) 523-6863
Claims	Margaret Messick (757) 523-6895
Customer Service	1-800-564-5504
Customer Service Fax Line	(757) 523-6900
FPD Field Support HOTLINE	(757) 523-6781

ATTACHMENT III

FURTHER GUIDANCE/REFERENCE MATERIAL

- (A) Standard Operating Procedures (SOP) – See FINCEN Intranet at <http://www.fincen.uscg.mil/sop.htm>.
- (B) Simplified Acquisition Procedures Handbook (COMDTINST 4200.13E)