



Date: August 8, 2008

In reply refer to:

Subject: Fiscal Year 2008 Year-End Financial Timeline for Processing FFIS Data

To: John Brewer
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Attached is the fiscal year-end timeline with critical dates for financial management processing based on the November 14, 2008, Financial Statement Deadlines; related procedures; and points of contact. (See List of Attachments.)

All USDA Financial Management personnel should use these documents in monitoring and meeting critical due dates for fiscal year 2008.

Questions or comments concerning this document should be addressed to the points of contact listed below::

Point of Contact	Divison/Branch	E-mail Address	Telephone Number
Bob Gargoni	COD/ACPRB	robert.gargoni@usda.gov	504-426-5384
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/s/

CHARLES L. WALLACE, Director
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Attachments

List of Attachments

Attachment 1

Financial Management Calendars from September 2008 through November 2008

These calendars contain critical due dates within each fiscal month that must be met in the processing of financial data. The calendars include daily processing activities consolidated with information from the FY 2008 Financial Management Key Milestone and Due Dates Chart (attached as an exhibit). Please see the exhibit for particular required completion dates, task descriptions, and responsible areas.

Attachment 2

Fiscal Year 2008 Annual Closeout Procedures

This memorandum prescribes special requirements for the following events, activities, and tasks:

1. Recording obligations as of September 30, 2008.
2. Submitting period-end estimates in lieu of actual obligation documents.
3. Special processing regarding the Integrated Acquisition System (IAS).

Compliance with these requirements will ensure that final financial reports are complete and valid with supporting documentary evidence as prescribed by fiscal law. The overall intent is to handle the myriad of business affairs relative to the FY 2008 closeout process expeditiously.

Attachment 3

Annual Close Guide Fiscal Year 2008

The FFIS Annual Close Guide serves as a comprehensive, year-end procedures reference manual and facilitates a better understanding of the Year-end Close Process. The document contains useful information on the following topics:

- Roles and Responsibilities

- Basic Government and FFIS Elements
- Year-End Closing Plan
- Financial Operations
- Financial Analysis and Standard General Ledger (SGL) Review
- Cash Transactions, Obligations and Commitments
- Accruals
- Adjusting Entries
- Cancelled Authority
- System Assurance
- Preliminary Annual Close
- Final Annual Close
- External Reporting
- Financial Statements

The Annual Close Guide can be found on the Controller Operations Division (COD) Web site (<http://cod.nfc.usda.gov/index.html>) by clicking the Publications tab, then selecting Annual Close Guide from "Quick Picks" on the left-hand side, or by clicking the following link:

<http://cod.nfc.usda.gov/publications/Annual%20Close%20Guide%20FY2008.pdf>.

Attachment 4

Critical Points of Contact

The critical points of contact (POC) list provides names and telephone numbers of specific individuals within COD, by branch, for assisting in processing financial data. All individuals can be located in the USDA Email Directory located on the USDA Web site (www.usda.gov) Contact Us tab.