

**MIDWEST AREA  
STANDARD OPERATING PROCEDURES  
MANUAL**

**FINANCIAL**

**Created By  
Program Administrative Support Task Group**

## FINANCIAL

### ANNUAL RESOURCE MANAGEMENT PLAN SYSTEM (ARMPS)

ARMPS is the tool used annually to manage the unit's resources for each fiscal year, which is October 1 through September 30.

Preparation:

AO will notify secretary when to begin entering new FY into ARMPS. Enter all data into ARMPS computer program following instructions from Area Office and ARMPS manual.

1. Collect request from staff for next FY:
  - Travel, meetings (cities, dates, purpose, registration fees), rough estimate of costs
  - Purchases of equipment and supplies
  - Utilities
  - New positions, promotions and awards (& bonuses), status of vacancies, retirements, financial incentives (recruitment), HQ's funded post doc.
  - Training
  - Facilities
    - Agreements--Specific Cooperative, CRADAs, grants, RSAs, hourly labor, graduate students, etc.
  - Apprenticeships, interns, STEP
  - Permanent fund transfers, temporary fund transfers
  - Space allocations
  - Assign % employee time (FTE) to CRIS
    - R&M projects
    - HPRL items
  
2. AO provides:
  - Salaries
  - Indirect costs
  - Position staffing plan
  - Biotechnology assessment figures
  - Year-end rollover instructions
  - Due dates for first, second, and final drafts of ARMPS & Travel Plan

AD, CD, and DAD provide:  
Policy, instructions, and due dates for ARMPS process
  
3. State of the Management Unit (MU)
  - Written by RL, with input from scientists

In the State of the MU in the “Funding” section, insert the following paragraph:

Safety, Health and Environmental Management. SHEM issues, goals and objectives (short and long-term). The \_\_\_\_\_ Unit has budgeted for EAP (\$\_\_\_\_); OMSP (\$\_\_\_\_); personal protective equipment and clothing (\$\_\_\_\_); supplies and materials (\$\_\_\_\_); facilities and equipment inspections and certifications (\$\_\_\_\_); abatement and corrective actions (\$\_\_\_\_); hazardous waste management and disposal (\$\_\_\_\_); radiological licenses (\$\_\_\_\_); training (\$\_\_\_\_); and acquisition and HPRL priorities (\$\_\_\_\_). Hazardous Waste Clean-up Funds estimated at (\$\_\_\_\_). SHEM personnel include (number) \_\_\_\_\_ safety representatives (manager/specialist/CDSO); \_\_\_\_\_ safety committee members; \_\_\_\_\_ chemical, biological, radiological and disposal officers; \_\_\_\_\_ pesticide applicators; and, \_\_\_\_\_ commercial licensed drivers.

Environmental Management System goals also need to be addressed in this section.

In the “Facilities” paragraph it should address the mandatory 4% R&M as follows:

“The mandatory 4% R&M (\$\_\_\_\_) has been budgeted and is reflected in the “Facilities Plan”, OR “We request a waiver of X% (\$\_\_\_\_) of the mandatory 4% R&M (\$\_\_\_\_)”.

In the “Assistance” section: Insert paragraph: “External funding from Reimbursable and Trust agreements accounts for \$\_\_\_\_\_ over the base funds allocated by ARS in the FY \_\_\_\_\_ budget.” Describe work to be/being completed.

The table shown below is an excel file and an attachment to ARMPS. Include the ADODR/PI/CO-PI; title of project; source of funds; project number; start/end dates; total funded/proposed for all years; amount available to ARS in the FY; ARIS log number. See table above.

ASSISTANCE SECTION AGREEMENT INFORMATION						
FY-2004 ARMPS (408)						
LOCATION/MU: AMES/	PLANT INTRODUCTION			Total Funded/ Proposed \$ (All Years)	Amount Available Current FY	ARS-425 ARIS LOG #
ADODR/PI/CO-PI	Source of Funds; CRIS Number	Start Date	End Date			
Gardner, Candice	Plant Germplasm and Information Management and Utilization	10/1/2003	9/30/2004	\$532,522	\$532,522	
Widrechner, Mark	Center for Research on Botanical Dietary Supplements; original source NIH, subcontracted through Iowa State University, 3625-21000-031-06R	7/22/2002	5/31/2003 will extend	\$66,318	\$33,159	22541

- Print first draft and proofread for correct entry. Forward to RL. RL may make changes and return it for the changes to be entered in ARMPS.

5. Use checklist of ARMPS procedures provided by Area Office.

Attachments to ARMPS:

1. Travel Plan (Excel file):

List of national and international meetings for upcoming FY includes:

Meeting name, location, dates, travel costs, registration fees, staff to attend, purpose (presentation, participation, attendance)

Adequate dollars must be budgeted in ARMPS to cover all travel anticipated, including but not limited to:

Site visits

Domestic meetings

Foreign/international travel

Travel for training purposes

Relocation expenses

2. Assistance (Excel file): see section above

Reference:

ARMS and ARMPS manuals

## **Non-Travel Related Employee Reimbursements - Bulletin 04-301**

Within the past year, greater restrictions have been placed on the use of convenience checks and the Travel Card. Except on a documented and approved emergency basis under \$500, we are no longer allowed to reimburse employees using convenience checks for purchases they make using their personal funds. Additionally, we are no longer able to use the Travel Card to pay for meeting registration fees or be reimbursed for these fees through the travel system. Regrettably, these controls and restrictions were deemed necessary to curtail misuse of the privileges these resources provided. The following provides interim guidance regarding Agency policy on making purchases and employee reimbursement.

Our Agency policy is to maximize the use of the Government Purchase Card for all purchases under \$2,500. The card is available for purchasing all types of supplies and materials as well as payment of registration fees. Therefore, we must rely more heavily on the Government Purchase Card. In the event the Purchase Card cannot be used, the convenience check may be used in accordance with existing policies. Your cardholders are familiar with the requirements governing use of convenience checks in lieu of Purchase Cards.

Therefore, purchasing needs should be referred to a cardholder or Purchasing Agent for procuring. Only as a last resort should employees make purchases using their own personal funds. This may require additional advance planning on our parts to ensure that the requirement is identified with sufficient time to allow the cardholder or Purchasing Agent to satisfy the need. This is particularly true in the case of registration and/or conference fees.

In rare, extraordinary circumstances when a Purchase Card or convenience check cannot be used, an employee may be reimbursed for out-of-pocket expenses. A reimbursement may be made to the employee by using an SF-1164, Claim for Reimbursement for Expenditures on Official Business.

To ensure employees get reimbursed in a timely manner and that adequate internal control is maintained, please follow these steps:

- Complete the SF-1164 with the name, social security number, and address of the person to be reimbursed, a complete description of the item purchased, and a valid accounting code.
- Attach an original receipt for the item.
- Have the SF-1164 signed by the employee ("Claimant Sign Here") and the fund holder ("Approving Official Sign Here").
- Forward to your Area Budget and Fiscal Officer (ABFO)(Headquarters offices should forward to the Fiscal Operations Branch (FOB), FMD) who will sign on the "Authorized Certifying Officer Sign Here" line.
- ABFO/FOB forward to ARS Operations for processing (except for Pacific West and Southern Plains Areas who process their own payments).

Please Note: Although the SF-1164 has provisions for identifying local travel costs, our Agency policy is that local travel reimbursements will be processed through the travel system using Type L authorizations.

The above is interim guidance. The Financial Management Division, in conjunction with the Acquisition and Property Division and the ABFOs, is developing guidance that will further clarify and expedite the above process.

S.M. HELMRICH /s/  
Director  
Financial Management Division



## Status of Funds

AO distributes Status of Funds reports following close of monthly bookkeeping cycle. Review for discrepancies.

1. Separate and set aside, temporarily:
  - Plan Summary report
  - Status of Funds for grants, CRADAs, siblings etc.
  - Salary Management Systems report (usually distributed after the first of the year)
2. Review unposted lists of commitments for old obligations, charges posted to the wrong projects, or incorrect dollar amounts. Work with appropriate personnel to correct any errors.
3. On Salary Management Systems and Plan Summary Reports, locate and review expenses such as salary adjustments, awards, and fund transfers.
4. Repeat the above process for Status of Funds for grants, CRADA, SCA, etc.

## **RSA Financial Responsibilities**

January 29, 2004

**SUBJECT:** RSA Financial Responsibilities

**TO:** Research Leaders/Center Directors  
Administrative Officers  
Scientists and Secretaries

**FROM:** Adrianna D. Hewings/s/  
Director, Midwest Area

It has come to my attention that we must pay closer attention to ARS financial accountability for some of the Midwest Area Research Support Agreements at some locations. For those of you who have managed your accounts well, thank you for your diligence. For those of you who have been lax, please work with us to ensure that we maintain appropriate accountability so that we can maintain RSA purchasing authority into the future. The RSA accounts need to be managed with the same financial management diligence as exercised with all ARS accounts.

Unfortunately, this does not appear to be the current financial practice with some of the Midwest Area Locations. Consequently, additional internal controls will be put in place as soon as possible to insure accountability. Effective immediately, requisitions for all goods and services purchased through the RSA will be logged as they occur. All RSA accounts must be reconciled with the University Ledgers within two weeks of receipt and verified with the University Monthly Management Report by the ADODR.

The AO is the ADODR for the RSA, and as such, is legally responsible for the financial management of the agreement. Therefore, the RLs must work with the AO to determine Location personnel roles and responsibilities for the best management of the Research Support Agreement.

Overestimates occurring at the end of the past fiscal years have left the Midwest Area with thousands of programmatic dollars lost due to inefficient fund management. Underestimates occurring at the end of the fiscal year have heightened HQTRS awareness of Area fund control deficiencies. Both overestimates and underestimates do not reflect a clear final status of Location CRIS activities.

The following is a listing of mandatory responsibilities for Location personnel involved in the financial management of the RSA:

**RL Responsibilities:**

- RLs plan for goods and services to be obtained via the RSA during the ARMPS cycles

using the ARMPS Form ARS-550. AD approval constitutes certification that the intended use of the RSA is in accordance with ARS and MWA policy.

- RLs use AD-700s to request goods and services via the AO. The initial FY AD-700 and task order should match the ARMPS Form ARS-550. The following minimum details are required on AD-700s:
  - Description and amount of supplies and materials requested.
  - Description and amount of services requested.
  - Listing of occupational categories with corresponding duties and qualifications or personal services requested.
  - Dates or timeframes for delivery of goods or performance of services.
  - Accounting Code(s).
  
- RLs certify receipt of goods and services including quantity and quality by reviewing and signing each University of Monthly Management Report.

AO (as ADODR) Responsibilities:

- The AO is administratively responsible for receiving, reviewing, and determining appropriateness of requests received from the RLs for acquisition of goods and services.
- The AO verifies the accuracy of the University Monthly Management Reports based upon documentation (i.e. receipts, packing slips, delivery tickets, work orders, etc.).
- The AO manages funds including obligation and deobligation of funds during the fiscal year with a frequency to deter over-obligations and under-obligations on account balances.

As a reminder, the following RSA agreement policies must be emphasized and followed:

1. The RSA shall not be used to avoid or circumvent established Federal procurement, property, or personnel procedures.
2. The RSA shall not be used to give a particular person a temporary or intermittent appointment in anticipation of a Federal appointment.
3. The RSA shall not be used to avoid competitive Federal employment procedures.
4. Payments to the University are made for **actual direct costs** incurred, open blanket arrangements within the RSA accounts are not allowed.

Cc:

B. Dailey

S. Shrout