

## **FY 2009 Final Non-ICASS OBO Budget Checklist**

This Final Non-ICASS OBO Budget Checklist is a summary of the key items that you must complete to ensure the accuracy of the Final OBO Requirements. It consists of two parts. PART I, OBO Final Requirements (FR) must be used as soon as you finish updating the FR stage to ensure your projected FY 2010 full-year requirements are updated. PART II provides instructions on how to submit your Final Non-ICASS Budget plan to DC. Supervisors must initial each item on PART I and PART II.

### **PART I**

#### **OBO Final Requirements**

**PURPOSE:** To review and validate post's Non-ICASS OBO Final Requirements (FR). The information reported in the Final Requirements serves as the basis of the **FY 2010** Initial Program Lease Target and M&R funding.

<b>FMO initials each box or write "N/A" if not applicable.</b>
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#### **General**

- 1 – Run Verify and fix any errors.

#### **OBO Leases Worksheet**

- 2 – If FY 2010 lease and M&R costs are paid in local currency, the funding request amounts (in U.S. dollars) were converted using the 3/31/09 exchange rate.
- 3 – Government-Owned properties: The Property ID, Occupant, Address, and other property-specific data were updated and new properties added.
- 4 – New program lease costs in FY 2010: The anticipated full-year FY 2010 lease costs were added in the "Lease Funding Request" column and justification was provided in the "Comments" column.
- 5 – Leases that will continue in FY 2010: The anticipated FY 2010 lease costs were updated in the "Lease Funding Request" column.
- 6 – Anticipated FY 2010 Routine M&R costs were entered in the "M & R Funding Request" column.
- 7 – Justification was provided in the "Comments" column if Routine M&R costs for STL Non-Residential property are not paid by the landlord.

8 – Each lease cost was allocated 100% across funding quarters.

9 – No ICASS cost pools were selected as “Occupant”.

**OBO Facility Manager (FM) Positions Worksheet**

10 – FM positions costs anticipated in FY 2010 were updated and allocated to appropriate cost center/s.

11 – If post uses compensation plans other than 40 hours/per week, the number of authorized hours in the FM Positions Worksheet for these positions shows 40. Otherwise, the salary costs are overstated.

12 – If post uses the “Compensation Plans” module to enter PSC bonus payments (sub-object code 1169) and FSN bonus payments (1199), the payments are NOT included in the Month Authorized in the FM Positions Worksheet (more than 12 months). Otherwise, the benefits costs are overstated.

## PART II

### Non-ICASS Budget Submission Procedures

**PURPOSE:** PART II is used to ensure that your Non-ICASS Final Budget plan has been successfully submitted to the ICASS Service Center.

FMO initials each box or write "N/A" if not applicable.
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- 1 – PART I has been completed and initialed by post's FMO.
- 2 – **IMPORTANT:** Be sure that your OBO plan is at the **Final Budget stage**. You cannot submit the plan if it is at the Final Requirements stage.
- 3 – Use the following steps for transmitting the Non-ICASS Final Budget plan:
  - Confirm that you are at Final Budget stage
  - Highlight the "official" Final Budget plan
  - Click "Submit to DC"
  - Submission Status "Submitted Final"
  - Submission Status "Received Final" (it takes about ½ day to see "Received" status)
  - Submission Status "Accepted Final" (it takes up to 3 business days to see "Accepted" status)
- 4 – If the "Submission Status" on the Plan Maintenance node shows "Rejected", view the "ICASS Event" by highlighting the event and clicking the button "View" in "Event Description" for detailed reasons and instructions.