



United States Department of the Interior

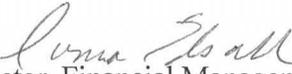
INTERIOR BUSINESS CENTER

Washington, DC 20240

MEMORANDUM

May 21, 2015

To: Departmental Offices

From: Donna Edsall 
Associate Director, Financial Management
Interior Business Center

Subject: Fiscal Year (FY) 2015 Departmental Offices Closing Schedule

Attached please find the FY 2015 year-end closing schedule. The schedule has been established to ensure accurate and timely recording of all transactions, allow sufficient time for year-end purchases, provide monitoring of final funding allotments, and ensure the orderly close of the Financial and Business Management System (FBMS).

Program offices have the responsibility for ensuring the accuracy of their transactions within FBMS; as well as monitoring sales orders, default payroll and purchase card transactions, and overspent budget items on a regular basis. Adherence to the closing schedule is mandatory as the Departmental Offices' closeout directly affects the year-end processing for the Department of the Interior as a whole. Additionally, individual offices should ensure their processing schedules are adjusted if necessary to meet the attached schedule.

This memorandum has been coordinated with the Office of Financial Management, Departmental Offices Finance Division. The schedule can be accessed at:
<http://www3.ibc.doi.gov/services/financial/index.cfm>. If you have any questions, please contact Connie Sanborn at connie_m_sanborn@ibc.doi.gov or 303-969-5196.

