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**ARC Monthly Bulletin September 2017**  
*Valuable information for ARC's customers*

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**1. Cancelling Funds in Fiscal Year 2017**

During the months of August and September ARC accountants will be performing preliminary reviews of annual and multi-year appropriations that will cancel at the end of FY 17. Accountants will be working with processing and customers to ensure all open items are cleared before year-end and the closing of the Treasury Appropriation Fund Symbol. Customers should review open items that utilize funding from cancelling appropriations and communicate necessary changes to ARC POC's in a timely manner. Customer Care Accountants are happy to answer any questions you may have regarding cancelling funds.

For additional information, contact Damon Wren at 304-480-7166 or [Damon.Wren@Fiscal.Treasury.Gov](mailto:Damon.Wren@Fiscal.Treasury.Gov)

**2. 2017 Year-End Memorandum**

ARC accounting services personnel recently distributed the 2017 year-end memorandum, which identifies the relevant activities that both ARC and your agency will need to perform to ensure an efficient year-end close. The information contained in the memo will include documents to be provided and dates for which they will be due. The memorandum is placed on your ARC customer page at (<https://arc.fiscal.treasury.gov/login/>). Please contact your customer care accountant if the 2017 year-end memorandum is not available on your customer access page.

For additional information, contact Devin Cumpston at 304-480-6690 or [Devin.Cumpston@Fiscal.Treasury.Gov](mailto:Devin.Cumpston@Fiscal.Treasury.Gov)

**3. Fiscal Year 2018 Administrative Interagency Agreements**

Last month our Business Management Branch distributed the FY 18 annual agreements involving administrative services (Financial Management, Procurement, Travel, and Human Resources). These agreements do not include Information Technology services. To ensure your agreement is

processed in a timely manner, please return your signed agreement by COB September 15, 2017. If you have any questions or wish to discuss your agreement, please do not hesitate to contact your customer service representative. We look forward to another successful year helping your agency fulfill its mission.

For additional information, contact Michael Satterfield at 304-480-5527 or [Michael.Satterfield@Fiscal.Treasury.Gov](mailto:Michael.Satterfield@Fiscal.Treasury.Gov)

#### **4. Travel Fiscal Year-End Guidance**

The Fiscal Year 2017-2018 Travel Year-End Guidance was posted to your ARC customer page (<https://arc.fiscal.treasury.gov/login/>) the last week of July 2017. The Year-End Guidance is accessible by selecting your agency>Guidance/References>Travel>ARC Travel Guide/General Travel Guidance or General Travel Guidance.

For additional information, contact Travel at 304-480-8000 (Option 1) or [Travel@Fiscal.Treasury.Gov](mailto:Travel@Fiscal.Treasury.Gov)

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