

# State of Rhode Island

Department of Administration

## INTER-OFFICE MEMORANDUM

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### Office of Accounts & Control

**TO:** State Agencies / Accounts & Control

**DATE:** March 31, 2011

**FROM:** Marc A. Leonetti, State Controller

**SUBJECT: FISCAL YEAR-END CLOSING TIMETABLE/DEADLINES**

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The purpose of this memorandum is to communicate the dates by which the Office of Accounts & Control must receive various types of accounting documents and other information in order to (1) ensure that they are posted during the fiscal year ending June 30, 2011 and (2) ensure that the State's Comprehensive Annual Financial Report (CAFR) for fiscal year 2011 is published by December 31, 2011.

While agencies should be performing account "clean-up" operations throughout the fiscal year, it becomes especially important during the fiscal closing period for agencies to remove unneeded purchase orders, accounts payable, journal entries and the like from the RI-FANS system. It is also just as important to make sure that all financial transactions that have occurred, such as cash receipts, inter-fund transfers, and incurred liabilities have, in fact, been recorded in the State's accounting records. Failure to keep the accounting records up to date before fiscal closing results in delays and inefficiency for all parties concerned.

**Your attention is directed to the acknowledgement form (Attachment A) on page 11. Each agency's Chief Financial Officer must complete this form to acknowledge that he/she has received this timetable and reviewed it with the appropriate staff in his/her agency. This form must be received back at Accounts & Control, to the attention of John Monse, no later than Monday, April 4, 2011.**

**Also see Attachment B, which you will find on pages 12 and 13 and Attachment C on page 14. In those cases where you will be sending paper invoices and/or backup to our Accounts Payable Section during the fiscal closing period, please attach a copy of either the FY2011 cover sheet or the FY2012 cover sheet, as appropriate, to help ensure that the related transaction is posted in the correct fiscal year.**

Please be sure, for any FY2012 documents where the naming convention requires it, that the document ID number contains a 12 in the appropriate position.

You may call either Peter Keenan, Associate Controller-Finance at 222-6408 or Louise Anderson, Associate Controller-Operations at 222-2704 should you have any questions regarding these deadlines.

Thank you for your cooperation in helping to ensure the State's ability to prepare an accurate Comprehensive Annual Financial Report in a timely manner.

<b>DUE DATE</b>	<b>PROCEDURE</b>	<b>TARGET PROCESSING DATE</b>	<b>DATE COMPLETED</b>
April 4, 2011 (State agencies) – (A&C J. Monse)	Agency CFOs to return signed copy of Attachment A (document located on page 14) at the end of this timetable to the Office of Accounts and Control, attention John Monse. Our fax# 222-6437, or scanned copy to jmonse@doa.ri.gov		
April 8, 2011 (State agencies) – (A&C A. Araujo)	Agencies to forward account receivable write-off requests to the Office of Accounts & Control.		
April 15, 2011 (CBO – B. Lane) (A & C – J.Monse)	Submit journal entries to bring Clearing, Program, Mirror, and Centralization accounts up to date through 3/31/2011.		
April 15, 2011 (DOT – R. Farley) – (A & C C. Faucher)  Interim Reconciliation	COPS & EDC trust accounts, complete all reconciliations for trustee account balances to the G/L as of 3/31/2011.		
May 13, 2011 (State Agencies) (A & C – J. Monse)	A & C to send out requests to Agency CFOs for their confirmation and updating of CFDA# coding. Request(s) for this information to be returned by 6/1/2011		
May 19, 2011 (Budget Office-W. Hannon)	Budget Office's submission of Summary of May Revenue Estimating Conference to Accounts and Control.		
June 1, 2011 (State Agencies - CFOs) – (A & C J. Monse)	Account & Control to review and update CFDA coding, returned from Agency CFOs. See May13th for original request	6/8/2011	
June 3, 2011 (A&C – A. Araujo)	Prepare memos of approved requests to write off uncollectible accounts receivable.		

<b>DUE DATE</b>	<b>PROCEDURE</b>	<b>TARGET PROCESSING DATE</b>	<b>DATE COMPLETED</b>
June 6, 2011 (State Agencies) - (A&C-A. Araujo)	The Office of Accounts and Control will liquidate any FY2010 accounts payable balances still on the books, even those originally exempted by agency notifications received by 11/01/2010. Agencies may, however, reestablish these as FY2011 payables, <i>assuming they meet the current dollar threshold of \$250,000</i> , on the ADI spreadsheets due back at Accounts and Control on 7/22/2011.		
June 6, 2011 (State Agencies) - (A&C - A. Araujo)	The template for the ADI spreadsheets for accounts payable for FY2011 will be put on the Controller's website for agency use. The agencies must transmit the completed spreadsheets to Accounts and Control by 7/22/2011. See Attachment C		
June 6, 2011 (State Agencies) - (A&C – J. Monse)	Finalize with State agencies their clean-up of all restricted accounts with negative real cash balances exceeding \$200,000.		
June 10, 2011 (State Agencies - CFOs) (A&C – S. Blazer)	Federal, restricted, and other source mirror accounts must be reimbursed by the appropriate agencies for expenditure postings through 5/31/2011.		
June 17, 2011 (All Internal Service Fund Billing Agencies) (A & C – L. Anderson)	Submit all internal service fund Agency's billings for the period ended 5/31/2011 to the Office of Accounts & Control.		
June 17, 2011 (CBO – B. Lane) (A & C – J. Monse)	Submit journal entries to bring Clearing, Program, Mirror, and Centralization accounts up to date through 5/31/2011		
June 24, 2011 (Budget – W. Hannon) (A & C – S. Blazer, J. Lewis)	The Budget Office will adjust all debt service charges for FY2011 to the correct accounts.		
June 24, 2011 (State agencies) – (A & C – L. Anderson)	Last day for agencies to order office supplies from W.B. Mason in FY2011. Orders may resume on 7/01/2011.		

<b>DUE DATE</b>	<b>PROCEDURE</b>	<b>TARGET PROCESSING DATE</b>	<b>DATE COMPLETED</b>
June 30, 2011 (A&C-R. Notardonato) (Treasury-Vin Izzo)	Run Inter-fund Settlement to determine due to and due from for transactions through 6/30/2011. Create worksheet, fax/email to Treasury, A&C to create journal and wait for approval from Treasury. Treasury and the Office of Accounts & Control will coordinate their efforts to ensure that there are funds available in the various bank accounts so that the indicated cash settlement transfers may be made in full by 6/30/2011. Note: This process will also be performed several times earlier in June 2011.	June 30, 2011	
June 30, 2011 (DoIT - Don O'Donnell)	Post the accrued payroll as of 6/30/2011 in FY2011.		
June 30, 2011 (State Agencies) (Treasury – M. DeMelo-Olsson)	<u>In order for a cash deposit to be counted as FY2011 revenue, it must be deposited in the bank on or before 6/30/2011.</u> The effective date of the related journal entry must be the date the deposit was made, i.e., 06/30/2011 or earlier. Treasury will reject any FY2011 receipt journal entries that relate to deposits that were posted by the bank after 6/30/2011.		
June 30, 2011 (State Agencies – CFOs) – (A & C - A. Araujo)	Ensure that all Service Desk tickets / Issues have been resolved.		
June 30, 2011 CBO – D. Natale) – (A&C - R. Notardonato)	CBO will create the Invoice Voucher for payment of INTERNATIONAL REGISTRATION PLAN (Ref: 10_936_072009) with a June 30, 2011 GL date.		
June 30, 2011 (A&C – P. Keenan)	Consult with the Budget Office to make sure that all FY2011 operating transfers into the General Fund as specified per the FY2012 appropriation act have been completed. This includes all required transfers from component units. i.e. Channel 36, RIPTA		
June 30, 2011 (State Agencies) – (A & C – L. Anderson)	Open Fiscal Year 2012 in Accounts Payable, See Attachment B 2012		
July 1, 2011 (State Agencies) – (A & C – L. Anderson)	Agencies may resume ordering office supplies from W.B. Mason.		

<b>DUE DATE</b>	<b>PROCEDURE</b>	<b>TARGET PROCESSING DATE</b>	<b>DATE COMPLETED</b>
July 1, 2011 (Treasury-Maria DeMelo-Olsson) (A&C – R. Notardonato)	On and after this date, <u>all</u> liability liquidation transactions made by Treasury related to personal income tax refunds and HP payments must be done as FY2012 transactions. The FY2012 journal numbers Treasury assigns to such liquidation transactions should be a combination of the prefix R12067, the journal number of the transaction that originally established the liability in question, and any suffixes necessary to differentiate among partial liquidations of the same liability.		
July 5, 2011 (State Agencies)	Receipt journal entries and supporting documentation related to any outstanding FY2011 cash deposits must be approved by all relevant agency approvers in order to bring them into Treasury's FY2011 workflow.	July 8, 2011	
July 8, 2011 (Treasury-Maria DeMelo-Olsson)	Treasury to (make) final approve (or reject) all outstanding cash receipt journal entries for FY2011. After this date, any as yet not posted FY2011 receipt transactions will be automatically canceled.	N/A	
July 11, 2011 (State Agencies) – (A & C – L. Anderson)	Accounts & Control Payables section to receive invoices from vendors relating to State agencies utilizing the State's centralized pay system.	July 21, 2011	
July 11, 2011 (All Internal Service Fund Billing Agencies) (A & C – L. Anderson)	Agencies to submit Internal Service Fund Billings for the period ended 6/30/2011 to the Office of Accounts & Control.	July 21, 2011	
July 11, 2011 (Judiciary-D. Walsh) – (A & C – R. Bucci)	Judicial Department must initiate and approve journal entries to clear out their revenue clearing account for FY2011.	July 14, 2011	
July 12, 2011 (DoIT-Don O'Donnell)	Reverse 6/30/2011 payroll accrual in new fiscal year.		
July 15, 2011 (State Agencies) – (A&C – L. Anderson)	For all agencies that utilize the State's centralized pay system, agencies are to complete the AP receiving function for each invoice that relates to goods and services received prior to July 1, 2011.	N/A	

<b>DUE DATE</b>	<b>PROCEDURE</b>	<b>TARGET PROCESSING DATE</b>	<b>DATE COMPLETED</b>
July 15, 2011 (State Agencies) – (A & C – L. Anderson)  Accounts Payable Closed 7/22/2011	For Agency approvers that do <u>not</u> utilize the State's centralized pay system to approve vendor payment transactions (including revenue refund transactions) for FY2011. <i>Be sure to enter 30-JUN-2011 in the GL date field for any such FY2011 transactions initiated on or after 6/30/2011.</i> 7/15/2011 is also the deadline for submitting <i>any required backup documentation</i> for such transactions to the Office of Accounts & Control.	July 21, 2011	
July 15, 2011 (A&C – R. Notardonato) – (Treasury - P. Marr)	Treasury to post investment earnings for June, 2011.		
July 15, 2011 (Treasury- M. DeMelo-Olsson)	Treasury to submit a detail listing of custodial deposits and pledged securities held on behalf of others to Accounts & Control. Dollar amounts should be at fair value and a distinction should be made between cash, cash equivalents and investments.		
July 15, 2011 (State Agencies – CFOs) – (A & C – A. Araujo)	Clean out Service Desk tickets (that are) still open on the DoIT Service Desk website.		
July 15, 2011 (State Agencies) – A&C – R. DeOrsey)	Send out request(s) to Agencies for Operating Lease(s) information.		
July 18, 2011 (DHS – K. Donnelly) (A & C J. Monse.)	Child Support Quarterly Transfer Journal Entry		
July 20, 2011 (State Agencies) – (A & C - L. Anderson)	All State agencies that utilize the State's centralized pay system are to final approve vendor payments entered into RIFANS by the A & C Accounts Payable section.	July 21, 2011	
July 20, 2011 (CBO – B. Lane) (A & C – J. Monse)	Submit journal entries to bring Clearing, Program, Mirror, and Centralization accounts up to date through 6/30/2011 for FY2011.	July 22, 2011	
July 20, 2011 (Treasury – P. Marr) (A&C – S. Blazer)	Post accrued revenue from ERSRI to the General Fund to settle administration accounts 1960101.03 & 1960102.03. Actual deposit of cash will be posted as a FY2012 transaction.		

<i>DUE DATE</i>	<i>PROCEDURE</i>	<i>TARGET PROCESSING DATE</i>	<i>DATE COMPLETED</i>
July 20, 2011 (MHRH - M. Wu)	Submit data regarding prepaid amounts at 06/30/2011 for Residential & Day Program Advances.	July 26, 2011	
July 20, 2011 (CBO – B. Lane) – (A&C A. Araujo)	Submit journal entry to accrue for revenue related to request for Driver Record extracts at the Division of Motor Vehicles		
July 21, 2011 (Treasury – P. Marr) (A & C – S. Karp)	Calculation of liability for unclaimed property.		
July 23, 2011 (State Agencies)	Submit ADI spreadsheets for accounts payable greater than or equal to \$250,000 ( <b>the \$250,000. threshold does not apply to Internal Service Funds</b> ) as of 06/30/2011 to Accounts & Control. Purchase order numbers must be provided for those payables that have them. The spreadsheet must be accompanied by a signed copy of Attachment C to this timetable, which may be faxed to Accounts & Control at 222-6437. Even agencies with no payables exceeding the \$250,000 threshold must send in a memo or spreadsheet asserting this fact. Agencies must be especially careful to include estimates of construction costs for which invoices may not yet have been received. Accounts & Control will send a copy of each ADI payables spreadsheet to the Budget Office for informational purposes only.	August 5, 2011	
July 22, 2011 (Judiciary - D. Walsh)	Submit an aging of accounts receivable for the Judiciary as of 6/30/2011 to Accounts & Control.		
July 22, 2011 (DoIT/Central Mail Internal Service Funds- D. St. Hillaire) (A&C – S. Karp & R. DeOrsey)	Date for submitting report of capital lease obligations as of year-end to Office of Accounts and Control.		
July 25, 2011 (State Agencies) (Treasury – M. DeMelo-Olsson)	Submit adjusting journal entries for FY2011 to Accounts & Control. This includes the settling of all operating transfer accounts and all adjustments prepared by Treasury based on bank reconciliations through 5/31/2011.	July 27, 2011	
July 28, 2011 (A&C-A. Araujo) (State Agencies)	Date for agencies (including internal service funds) to submit final Accounts Receivable spreadsheets for FY2011.		
July 28, 2011 (DLT – D. Gagne)	Process TDI adjustments to ensure that costs are correctly allocated by DLT.	July 26, 2011	

<b>DUE DATE</b>	<b>PROCEDURE</b>	<b>TARGET PROCESSING DATE</b>	<b>DATE COMPLETED</b>
July 28, 2011 (DLT – D. Gagne)	DLT must close out account 10.073.1750104.02.	July 26, 2011	
July 29 2011 (State Agencies – S. Karp)	Date for sending annual imprest cash fund report(s) to Accounts and Control.	N/A	
July 29, 2011 (Lottery Division- D. Sarro)	Date for submission, with backup, of Due to General Fund and Due to Permanent School Fund accruals at 6/30/2011.		
July 29, 2011 (Treasury – P. Marr)	Date for submitting worksheet with all short – term investments, yield, maturity, issuer's credit ratings, average maturity information, and collateral information as of 6/30/2011.		
July 29, 2011 (Judiciary-D. Walsh)	Date for submitting a schedule of all cash/investments held by the Judiciary on behalf of others as of 6/30/2011 to Accounts & Control. Governmental accounting standards require this office to report all funds held by the state, including those of a custodial nature. Please include the following information: (1) name of bank; (2) bank account number; (3) name of account; and (4) balance of account at 6/30/2011.	N/A	
July 29, 2011 (Treasury - Maria DeMelo-Olsson)	Date for the submission of listing of the 6/30/2011 bank balance of each account maintained by Treasury. Please include the name of the account, State account number (if applicable), bank account number, deposit insurance amount and amount of collateral.	N/A	
July 29,2011 (Bureau of Audits-C. Der Vartanian)	Date for the submission of all Internal Service Fund physical inventories as of 6/30/2011 to Office of Accounts & Control.	N/A	
July 29, 2011 (DoIT-W. Korab) (RISP – E. Richards) (Legislature – J. Bennett)	Date for submitting Report of Compensated Absences at 06/30/2011 to Office of Accounts & Control.		
July 29, 2011 (A & C – C. Faucher – DOT – R. Farley)	COPS & EDC trust accounts, complete all reconciliations for trustee account balances to the G/L as of June 30, 2011		
July 29, 2011 (State Agencies – A&C – R. DeOrsey)	Agencies to submit Operating Leasing information requested.		

<b>DUE DATE</b>	<b>PROCEDURE</b>	<b>TARGET PROCESSING DATE</b>	<b>DATE COMPLETED</b>
August 3, 2011 (Taxation-D. Sullivan)	Date for submitting Taxation Accounts Receivable/Aging/Accrual Report as of 06/30/2011, as well as the following reports: IT0865A, WT2404, IT4271, ST5976A, HT5976A, WT5977, and CT5976.	N/A	
August 12, 2011 (DOT- R. Farley)	Date for DOT to submit adjusting journal entries for FY2011 to Accounts and Control.	August 16, 2011	
August 12, 2011 (Treasury-K. Goodreau)	Date for submitting to Accounts & Control the arbitrage liability calculation as of 6/30/2011 for all general obligation debt, including serial bonds, variable rate bonds, certificates of participation, and Garvee funds.		
August 12, 2011 (State Agencies)	Completion Date assigned by Accounts & Control for Agency CFOs to return the certifications for <u>Federal Red Balances</u> .		
August 15, 2011 (Budget Office-T. Mullaney)	Submit re-appropriation information for FY2012 to Office of Accounts & Control.	N/A	
August 15, 2011 (DLT – D. Gagne)	Provide work sheet with details providing due to and Due from OTHER STATES – Fund 64 (ES).		
August 18, 2011 (Taxation/DLT Phil D'Ambra)	Submit report NTBAC60 of revenues received from 7/01/2011 through 8/15/2011 that relate to DLT taxes receivable in FY2011.	N/A	
August 19, 2011 (Treasury-Maria DeMelo-Olsson)	Submit all bank account reconciliations for 6/30/2011, as well as any related accounting adjustments, to Accounts and Control.	N/A	
August 24, 2011 (DOT-R. Farley)	Date for submitting draft financial statements for the ISTEAs and Garvee Funds to Accounts & Control.	N/A	
August 25, 2011 (Budget Office – T. Mullaney) (A&C – J. Lewis)	Submit preliminary closing statement to Budget Officer for comment.		
August 26, 2011 (Dept. of Revenue – L. Finelli)	Submit 1) schedule of taxable sales by industry, 2) schedule of personal income taxable rates, and 3) schedule of resident personal income tax filers and liabilities by AGI to the Reporting section of Accounts & Control.	N/A	

<b>DUE DATE</b>	<b>PROCEDURE</b>	<b>TARGET PROCESSING DATE</b>	<b>DATE COMPLETED</b>
August 26, 2011 (DoIT – W. Korab) – (A&C C. Faucher)	Submit schedule of full time state employees by function to the Reporting section of Accounts and Control.	N/A	
August 31, 2011 (State agencies)	Date for submitting all Federal Grants Information Schedules (FGIS Reports) to Accounts & Control. Refer to most current procedures and form.	N/A	
September 30, 2011 (State Agencies)	Agencies must notify the Office of Accounts & Control as to why remaining balances of specific accounts payable cannot yet be liquidated. The Office of Accounts & Control will liquidate any FY2011 accounts payable balances still on the books, except those exempted by such notifications.	October 13, 2011	
September 30, 2011 (ERSRI- F. Karpinski)	Date for submitting to Accounts & Control the audited financial statements for the Employees' Retirement System of Rhode Island.	N/A	
September 30, 2011 (Lottery-D. Sarro)	Date for submitting to Accounts & Control the audited financial statements for the State Lottery Commission.	N/A	
October 14, 2011 (DoIT – H. Rotblatt-Walker)	Submit schedule of assets by function code to Reporting section of Accounts and Control.	N/A	
June 1, 2012 (A & C - A. Araujo)	The Office of Accounts & Control will liquidate any FY2011 accounts payable balances still on the books, even those originally exempted by agency notifications received by 9/30/2011. Agencies may, however, re-establish these as FY2012 payables on the ADI spreadsheets due back at Accounts & Control on 7/22/2012	N/A	

Instructions for the following form:

**Fiscal closing data request acknowledgement form**

*Upon receipt of the FISCAL YEAR-END CLOSING TIMETABLE/DEADLINES memorandum, the Chief Financial Officer is to sign and date the acknowledgement that the timetable has been received and that the staff responsible for the data have been notified of the requirements. This acknowledgement is contained on attachment A.*

**ATTACHMENT A**

To: Marc A. Leonetti, State Controller

From: \_\_\_\_\_

\_\_\_\_\_  
(Department)

Subject: ACKNOWLEDGEMENT-FISCAL YEAR-END CLOSING TIMETABLE/DEADLINES MEMORANDUM

I hereby acknowledge receipt of the FISCAL YEAR-END CLOSING TIMETABLE/DEADLINES memorandum for the fiscal year ending June 30, 2011.

I will ensure that the responsible person(s) are notified of this request and that the required data is submitted to the Office of Accounts and Control by the due dates indicated.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

ATTACHMENT B

**INVOICE DOCUMENTS**

**FY2011**

**BILLINGS/PAYMENTS**

ATTACHMENT B

# **INVOICE DOCUMENTS**

**FY2012**

# **BILLINGS/PAYMENTS**

**ATTACHMENT C**

**To: Peter Keenan, Associate Controller-Finance  
Office of Accounts and Control**

**From: \_\_\_\_\_**

\_\_\_\_\_  
**(Department)**

**Subject: Certification of data submitted for fiscal year end closing**

I hereby certify that the data listed below which is being submitted to the Office of Accounts and Control in the \_\_\_\_ attached document(s) or \_\_\_\_ e-mail (check one) dated \_\_\_\_\_ is complete and accurate to the best of my knowledge.

I further certify that my agency will conduct a complete review of all payments that meet or exceed \$250,000.00 that are paid on July 1<sup>st</sup> thru August 15<sup>th</sup>. If these goods or services are for FY11 expenses, I will report this no later than August 19<sup>th</sup> as a material accounts payable for FY11.

Included below is a brief description of the data/other information that is the subject of this certification:

I understand that this data/information has been requested by the State Controller to assist in preparing the State's Comprehensive Annual Financial Report.

I have reviewed the data/information and, where applicable, compared it to the previous year's information. I have identified any significant differences, researched the reasons for such differences, and I am satisfied with the result of this research.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title**