



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF ADMINISTRATION

Marc A Leonetti, CPA - State Controller
One Capitol Hill
Providence, RI 02908-5890

Office: (401) 222-2271
Fax: (401) 222-6437

TO: Chief Financial Officers

FROM: Marc Leonetti

DATE: March 11, 2016

SUBJECT: Fiscal Year Closing Time Table / Deadlines CFO 16-07

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, 2016 and (2) ensure that the State's Comprehensive Annual Financial Report (CAFR) is completed by December 16, 2016.

While agencies should be performing account analysis throughout the fiscal year, it becomes especially important during the fiscal closing period for agencies to remove unneeded purchase orders, accounts payable, and journal entries from RIFANS. 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 properly 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, John.Monse@doa.ri.gov no later than Friday, March 25, 2016.

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 FY 2016 cover sheet or the FY 2017 cover sheet, as appropriate, to help ensure that the related transaction is posted in the correct fiscal year.

Please be sure, for any FY 2017 documents where the naming convention requires it, that the document ID number contains a 17 in the appropriate position.

You may contact either Peter Keenan, Associate Controller-Finance at peter.keenan@doa.ri.gov or Louise Sawtelle, Associate Controller-Operations at louise.sawtelle@doa.ri.gov should you have any questions regarding these deadlines.

Regarding the FY 2015 close, I would like to express my sincere appreciation for the efforts of all agencies in ensuring that our closing was timely and accurate. The State's FY 2015 Comprehensive Annual Financial Report was issued on December 17, 2015 - the earliest date in more than 30 years!

OFFICE OF ACCOUNTS & CONTROL

KEY EVENTS IN FISCAL YEAR END CLOSING PROCESS

Although there are many important dates in the fiscal closing timetable, we have developed this summary to provide an overview of the most important dates that impact most, if not all, agencies. We have also included the dates when important deliverables from this process, such as the Preliminary Package submitted to the General Assembly and the Comprehensive Annual Financial Report, are due.

<u>DATE</u>	<u>EVENT</u>	<u>RESPONSIBILITY</u>
4/8/2016	Accounts receivable write-off requests must be submitted to A&C.	Agencies
6/ 6/2016	CFDA number verification data to be submitted to A&C.	Agencies
6/30/2016	Cash receipts to be recorded in FY 2016 must be in bank by this date.	Agencies
7/1/2016	Receipt journal entries and supporting documentation related to any outstanding FY2016 cash deposits to be approved by agency and sent to Treasury.	Agencies
7/12/2016	Last day for A&C Accounts Payable section to receive FY 2016 vendor invoices for agencies utilizing the State's centralized pay system.	Agencies
7/18/2016	Last day for agency approvers that do <u>not</u> utilize the State's centralized pay system to enter vendor payment transactions for FY 2016.	Agencies
7/18/2016	Last day for all State agencies FTP Batches for FY 2016.	Agencies
7/20/2016	Last day for all State agencies to approve vendor payments entered into RIFANS.	Agencies
7/21/2016	Submit ADI spreadsheets for accounts payable and other accruals > \$250,000.	Agencies
7/22/2016	Submit final accounts receivable spreadsheets.	Agencies
7/25/2016	Last day to submit any journal entries to be posted in June period.	Agencies
8/ 1/2016	June period closes, preliminary financial information available to all agencies.	A&C
8/31/2016	Preliminary closing package to General Assembly, including unaudited surplus.	A&C
9/ 9/2016	Adjustment period closes, preliminary financial statements submitted to auditors.	A&C
12/16/2016	Complete Comprehensive Annual Financial Report (Audited) Available on A&C website.	A&C
12/28/2016	Deliver final closing package to General Assembly <u>including audited surplus amount.</u>	A&C

DUE DATE	PROCEDURE	TARGET PROCESSING DATE	DATE COMPLETED
March 25, 2016 (State Agencies) - (A&C - J. Monse)	Agency CFOs to return signed copy of Attachment A (document located on page 11) at the end of this timetable to the Office of Accounts and Control, attention John Monse. Our fax# 222-6437, or scanned copy to John.monse@doa.ri.gov		
April 8, 2016 (State Agencies CFO's) – (A&C - J. Monse)	A & C to send out report to Agency CFOs for their review and correction of <u>Restricted, Operating transfers and Other account balances (goal is to bring negative balances to -0- zero) as per GASB 54.</u> Agency CFOs are responsible for monitoring balances until year end.		
April 8, 2016 (State Agencies) - (A&C - A. Araujo)	Agencies to forward account receivable write-off requests to the Office of Accounts & Control.		
April 13, 2016 (A&C – P. Hodosh) (All Agency CFOs)	Inter-Office Memorandum – communicate importance of clean April cut-off for the May (2016) Revenue Estimating Conference to Agencies.		
April 21, 2016 (DOT –L. Doyle) - (A&C – J. Lewis S. Karp) Interim Reconciliation	For COPS & RI Commerce Corporation trust accounts, complete all reconciliations for trustee account balances to the G/L as of 3/31/2016.		
May 12, 2016 (State Agencies) (A&C - J. Monse)	A & C to send out requests to Agency CFOs for their confirmation and updating of CFDA numbers (coding). This information to be returned by 6/6/2016.		
June 3, 2016- (A&C - A. Araujo)	The template for the ADI spreadsheets for accounts payable for FY2016 will be put on the Controller's website for agency use. The agencies must transmit the completed spreadsheets to Accounts and Control by 7/20/2016. See Attachment C, page 14.		
June 6, 2016 - (State Agencies - CFOs) - (A&C - J. Monse)	Dead line for Agency CFOs to review and update CFDA numbers (coding) to Accounts & Control, See May 12th for original request.		

DUE DATE	PROCEDURE	TARGET PROCESSING DATE	DATE COMPLETED
June 20, 2016 (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 5/31/2016.		
June 24, 2016 (State Agencies) - (A&C - L. Sawtelle)	Last day for agencies to order office supplies from W.B. Mason in FY 2016. Orders may resume on 7/01/2016.		
June 30, 2016 CBO – K. Coupe) – (A&C - R. Notardonato)	CBO will create the Invoice Voucher for payment of INTERNATIONAL REGISTRATION PLAN (Ref: 10_936_072009) with a June 30, 2016 GL date.		
July 1, 2016 (State Agencies) - (A&C – L. Sawtelle, E. Wolfenden)	Open Fiscal Year 2017 in Accounts Payable, See Attachment B page 13.		
July 1, 2016 (State Agencies) - (A&C - L. Sawtelle)	Agencies may resume ordering office supplies from W.B. Mason.		
July 1, 2016 (State Agencies)	Receipt journal entries and supporting documentation related to any outstanding FY 2016 cash deposits must be approved by all relevant agency approvers in order to bring them into Treasury's FY 2016 workflow.		
July 8, 2016 (Judiciary-D. Walsh) (A & C – B. Quattrucci)	Judicial Department must initiate and approve journal entries to clear out their revenue clearing account for FY 2016.		
July 11, 2016 (DoIT - Don O'Donnell)	Post the accrued payroll as of 6/30/2016 in FY2016. ENTRY MUST BALANCE BY FUND		
July 12, 2016 (State Agencies) – (A&C - L. Sawtelle)	Last day for Accounts & Control Payables section to receive FY 2016 vendor invoices for State agencies utilizing the State's centralized pay system.		
July 12, 2016 (All Internal Service Fund Billing Agencies) (A&C - L. Sawtelle)	Agencies to submit Internal Service Fund Billings for the period ended 6/30/2016 to the Office of Accounts & Control.		

DUE DATE	PROCEDURE	TARGET PROCESSING DATE	DATE COMPLETED
July 13, 2016 (CBO – J. Cole) (A&C A. Araujo)	Submit journal entry to accrue for revenue related to requests for Driver Record extracts at the Division of Motor Vehicles. This is the 1 st step see July 18, 2016 for 2 nd step DMV technology syrcharges.		
July 13, 2016 (OHE – S. Lapanne) (A & C – P. Keenan)	Accounts & Control will request that the Office of Higher Education provide expenditure data for non- RIFANS accounts.		
July 18, 2016 (State Agencies) - (A&C - L. Sawtelle)	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, 2016.		
July 18, 2016 (State Agencies) - (A&C - L. Sawtelle) Accounts Payable Closed 7/22/2016	For agencies that do not utilize the State's centralized pay system, last day to enter vendor payment transactions (including revenue refund transactions) for FY2016. <i>Be sure to enter 30-JUN-2016 in the GL date field for any such FY 2016 transactions initiated on or after 6/30/2016.</i> 7/18/2016 is also the deadline for submitting <i>any required backup documentation</i> for such transactions to the Office of Accounts & Control.		
July 18, 2016 A&C – L. Sawtelle) (Dolt – V. Bager)	Last Day to FTP Batches for FY2016 <u>7/18/16 is also the deadline for submitting all required backup documentation for batches to Accounts & Control.</u>		
July 18, 2016 (A&C –J. Monse) (BHDDH – C. Feisthamel)	Submit data regarding prepaid amounts at 06/30/2016 for Residential & Day Program Advances.		
July 18, 2016 (DOR – J. Cole)	For the July transfer of DMV technology surcharges that are received in June 2016, a journal entry should be recorded <u>in the June</u> period using the ACCRUAL category. XX.10.068.1500120.03.691190.00000 - Debit XX.26.080.8920102.07.499110.00000 – Credit 2 nd step, see July 13, 2016, Submit journal entry to accrue for revenue.		
July 20, 2016 (State Agencies) - (A&C - L. Sawtelle)	Last day to approve invoices and batches for FY 2016 All State agencies are to final approve FY 2016 vendor payments and batches entered into RIFANS.		
July 21, 2016 (A&C - L. Sawtelle A&C– E. Wolfenden)	Accounts Payable will clean up all remaining vendor payment transactions for all agencies. All FY 2016 invoices not in approved status will be cancelled.		

DUE DATE	PROCEDURE	TARGET PROCESSING DATE	DATE COMPLETED
July 21, 2016 (Judiciary - D. Walsh) (A&C A. Araujo)	Submit an aging of accounts receivable for the Judiciary as of 6/30/2016 to Accounts & Control.		
July 21, 2016 (DoIT / Central Mail) - (Internal Service Funds- D. St.Hilaire) (A&C - S. Karp & B. Quattrucci)	Date for submitting report of capital lease obligations as of year-end to Office of Accounts and Control.		
July 21, 2016 A&C – S. Blazer DHS– VH – R. Baccus)	Accrue any remaining reimbursement from the Veterans Admin. for care provided at Veterans' Home in the prior fiscal year. Also, ensure the Federal account balance is reduced to an appropriate level.		
July 21, 2016 (State Agencies – CFOs – including Internal Service Funds)	Submit ADI spreadsheets for accounts payable greater than or equal to \$250,000 (the \$250,000.00 threshold does not apply to Internal Service Funds) as of 06/30/2016 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. 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 and retainage 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. IF AN AGENCY'S ACCOUNTS PAYABLE ACCRUALS HAVE NOT BEEN RECEIVED BY THIS DATE, ONLY ACCRUALS SUBMITTED THEREAFTER BY THE AGENCY'S DIRECTOR WILL BE ACCEPTED FOR PROCESSING.		
July 22, 2016 (CBO - B. Lane) (A&C - J. Monse)	Submit journal entries to bring Clearing, Program, Mirror, and Centralization accounts up to date through 6/30/2016.		
July 22, 2016 (A&C J. Monse) (OHHS – R. Piscopiello)	Ensure to balance the children's health account (2380102) to zero as of June 30, 2016.		
July 22, 2016 (A&C - A. Araujo) (State Agencies)	Date for agencies (including internal service funds) to submit final Accounts Receivable spreadsheets for FY2016.		

DUE DATE	PROCEDURE	TARGET PROCESSING DATE	DATE COMPLETED
July 22, 2016 (A & C – P. Keenan) (DOR – P. Dion)	Request DOR-Revenue Analysis to complete an informal review of comparative Statement of Revenue – Taxation in preparation for June Closing.		
July 25, 2016 (DLT - D. Gagne)	Process TDI adjustments to ensure that costs are correctly allocated by DLT.		
July 25, 2016 (DLT – D. Gagne)	DLT must close out account 10.073.1750104.02.		
July 28 2016 (State Agencies) (A&C - S. Karp)	Date for sending annual imprest cash fund report(s) to Accounts and Control.		
July 29, 2016 (A&C – J. Findlay) (A&C – S. Karp) (Lottery- D. Sarro)	Date for submission, with backup, of Due to General Fund and Due to Permanent School Fund accruals at 6/30/2016.		
July 29, 2016 (Judiciary - D. Walsh)	Date for submitting a schedule of all cash/investments held by the Judiciary on behalf of others as of 6/30/2016 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 6/30/2016.		
July 29,2016 (Audit – D. Pascale)	Date for the submission of all Internal Service Fund physical inventories as of 6/30/2016 to Office of Accounts & Control.		
July 29, 2016 (DoIT - W. Korab) (RISP–P. Dombrowski) (Legislature–J.Bennett)	Date for submitting Report of Compensated Absences at 06/30/2016 to Office of Accounts & Control.		
July 29, 2016 (A&C – J. Lewis, S. Karp) (DOT - L. Doyle)	COPS & RI Commerce Corporation trust accounts complete all reconciliations for trustee account balances to the G/L as of June 30, 2016.		

DUE DATE	PROCEDURE	TARGET PROCESSING DATE	DATE COMPLETED
July 29, 2016 (State Agencies) (A&C –B. Quattrucci)	Agencies to submit Operating Leasing information requested on July 14, 2016.		
July 29, 2016 A & C – J. Findlay (DOT – L. Doyle)	DOT to submit to A & C, total amount loaned to RITBA as of 6/30/2016 under SIB loan agreement. The loan is capped at \$2 million and interest accrues.		
July 29, 2016 (A&C J. Findlay) (DOT – L. Doyle)	DOT to submit to A&C, accruals as of 6/30/2016 for the Mission 360 loan program in the IST fund.		
August 3, 2016 (Taxation-N. Savage/K. Ross)	Date for submitting Taxation Accounts Receivable/Aging/Accrual Report as of 06/30/2016, as well as the following reports: IT0865A, WT2404, IT4271, ST5976A, HT5976A, WT5977, and CT5976.		
August 5, 2016 (DOT- L. Doyle)	Final Date for DOT to submit adjusting journal entries for FY 2016 to Accounts and Control.		
August 12, 2016 (Budget Office-T. Mullaney)	Submit re-appropriation information for FY 2016 to Office of Accounts & Control.		
August 12, 2016 (A & C – A. Araujo) (Lottery – D. Sarro)	Post Journal to record Twin River Commissions.		
August 17, 2016 (A & C – J. Lewis) (DLT – D. Gagne)	Provide work sheet with details providing due to and due from OTHER STATES – Fund 64 (ES), Connecticut and Massachusetts must be included.		
August 17, 2016 (Taxation / DLT - M. Canole)	Submit report NTBAC60 of revenues received from 7/01/2016 through 8/15/2016 that relate to DLT taxes receivable in FY 2016, Connecticut and Massachusetts required.		
August 17, 2016 (A&C – S. Karp) (DOR – N. Savage/K. Ross)	Date for submitting to Accounts & Control the amount of “Block Program” receipts for the period 8/1/2016 – 8/16/2016 on non-billed sales tax receivables.		
August 22, 2016 (A&C – J. Findlay) (DOT-L. Doyle)	Date for submitting draft financial statements for the ISTEAA and Garvee Funds to Accounts & Control.		

<i>DUE DATE</i>	<i>PROCEDURE</i>	<i>TARGET PROCESSING DATE</i>	<i>DATE COMPLETED</i>
August 22, 2016 A&C – J. Findlay A&C – S. Karp (Lottery- D. Sarro)	This is second review, only perform if required: Final date for the submission, with backup, of Due to General Fund and Due to Permanent School Fund accruals at 6/30/2016.		
August 22, 2016 (State agencies)	Date for submitting all Federal Grants Information Schedules (FGIS Reports) to Accounts & Control. Refer to most current procedures and form.		
August 24, 2016 (DOR – M. Canole)	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.		
August 25, 2016 (DoIT - W. Korab, A&C - J. Lewis)	Submit schedule of full time state employees by function.		
September 30, 2016 (Lottery-D. Sarro)	Date for submitting to Accounts & Control the audited financial statements for the State Lottery.		
October 14, 2016 (DoIT - Don O'Donnell)	Submit schedule of assets by function code.		

ATTACHMENT A

To: Marc A. Leonetti, State Controller

From: _____

(Department)

**Subject: ACKNOWLEDGMENT-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, 2016.**

**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

FY 2016

BILLINGS/PAYMENTS

ATTACHMENT B

**INVOICE DOCUMENTS
FY 2017**

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 from July 1st thru August 15th. If these goods or services are for FY 2016 expenses, I will report this no later than August 19th as a material accounts payable for FY 2016.

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