



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
DEPARTMENT OF ADMINISTRATION

Peter B. Keenan, CPA - State Controller  
peter.keenan@doa.ri.gov  
One Capitol Hill  
Providence, RI 02908-5890

Office: (401) 222-6408

TO: Chief Financial Officers

FROM: Peter Keenan, CPA

DATE: May 27, 2020

SUBJECT: Fiscal Year Closing Time Table / 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 ensure (1) that they are posted during the fiscal year ending June 30, 2020, and (2) that the State's Comprehensive Annual Financial Report (CAFR) is completed by December 31, 2020.

In addition to this generic agency year-end timetable certain agencies that perform unique tasks affecting fiscal closing will also be sent a supplemental year-end timetable specially tailored for their specialized tasks. We request that any agency receiving such a supplemental timetable be diligent in performing all the tasks by the dates listed on **both** the generic and the supplemental timetable.

While agencies should be performing account analysis throughout the fiscal year, it becomes especially important during the fiscal closing period for agencies to remove nonessential 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.

Please refer to Attachments A and B, which you will find on pages 7 and 8 of this memo. 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 2020 cover sheet or

the FY 2021 cover sheet, as appropriate, to help ensure that the related transaction is posted in the correct fiscal year.

All FY21 documents that require a fiscal year in the naming convention must contain a “21” in the document ID number in the appropriate position.

Please see Attachment C on page 9. This is a certification form that should be submitted with certain types of communications submitted to the Office of Accounts and Control throughout the fiscal closing period. At a minimum this certification should be submitted with the accounts payable spreadsheets due to the Office of Accounts and Control on July 20, 2020.

You may contact either Ben Quattrucci, Financial Reporting Manager at [Benjamin.Quattrucci@doa.ri.gov](mailto:Benjamin.Quattrucci@doa.ri.gov), or Louise Sawtelle, Associate Controller-Operations at [Louise.Sawtelle@doa.ri.gov](mailto:Louise.Sawtelle@doa.ri.gov) should you have any questions regarding these tasks and their associated deadlines.

Thank you!

**SUMMARY OF KEY EVENTS**  
**(Revised 5/27/2020)**

<b>DATE</b>	<b>EVENT</b>
<b>5/15/2020</b>	<b>Accounts receivable write-off requests must be submitted to A&amp;C.</b>
<b>6/12/2020</b>	<b>CFDA number verification data to be submitted.</b>
<b>6/30/2020</b>	<b>Cash Receipts to be recorded in FY2020 must be in bank by this date.</b>
<b>7/3/2020</b>	<b>Receipt journal entries and supporting documentation related to any outstanding FY2020 cash deposits to be approved by agency and sent to Treasury.</b>
<b>7/10/2020</b>	<b>Last day for A&amp;C Accounts Payable section to receive FY2020 vendor invoices for agencies utilizing the State's centralized pay system.</b>
<b>7/17/2020</b>	<b>Last day for agency approvers that do not utilize the State's centralized pay system to enter vendor payment transactions FY2020.</b>
<b>7/17/2020</b>	<b>Last day for all agencies to FTP Batches for FY2020.</b>
<b>7/21/2020</b>	<b>Last day for all State agencies to approve vendor payments entered into RIFANS.</b>
<b>7/22/2020</b>	<b>Submit ADI Spreadsheets for accounts payable and other accruals &gt;\$350,000.</b>
<b>7/24/2020</b>	<b>Last day for all agencies (except DOR) to submit spreadsheet for accounts receivable.</b>
<b>7/31/2020</b>	<b>Last day to submit any journal entries to be posted in June period.</b>
<b>8/7/2020</b>	<b>The June period will be closed. Any subsequent postings for FY2020 will be made only by A&amp;C in the ADJ period.</b>

## Agency CFO General Procedures (Revised 5/27/2020)

Due Date	Procedure	Accounts and Control or Treasury Contact
May 15, 2020	Agencies should forward account receivable write-off requests to A&C. Notifications of write-off request approval and/or denial will be sent to the agencies by 06/01.	Alicia Araujo
June 1, 2020	Agency CFOs will receive a report of the balances in their Source 03, 05 and 09 accounts as of 05/31 so that they have an opportunity to research negative balances and resolve any issues before 06/30. Agency CFOs are responsible for monitoring balances until year end.	Ben Quattrucci/ Martires Hernandez
June 1, 2020	Agency CFOs should resolve issues and process any remaining FY 2020 journal entries (including receipt journal entries) created on or before 05/31 that still have not been posted to the General Ledger, either by: (a) removing any obstacles that exist in getting the entries posted, or (b) canceling them.	Alicia Araujo, John Monse, Ken Casale
June 12, 2020	Agency CFOs to submit updated/corrected lists of CFDA numbers for all of their federal accounts to A&C.	Gail LaPoint
June 15, 2020	Internal service fund billings for the period ended 05/31 are due at A&C.	Linda Costa
June 23, 2020	Last day for agencies to order office supplies from W.B. Mason in FY 2020. Orders may resume on 07/01.	Louise Sawtelle/ Linda Costa
June 30, 2020	<u>In order for a cash deposit to be counted as FY2020 revenue, it must be deposited in the bank on or before 6/30 or earlier.</u> The effective date of the related journal entry must be the date the deposit was made, i.e. 6/30 or earlier. Treasury will reject any FY2020 receipt journal entries that relate to deposits that were posted by the bank after 6/30.	Treasury - Brian Conklin
July 1, 2020	Agencies may begin entering FY 2021 transactions in the Accounts Payable system. See Attachment B.	Louise Sawtelle/ Natalie Laster
July 1, 2020	Agencies may resume ordering office supplies from W.B. Mason.	Louise Sawtelle/ Linda Costa
July 3, 2020	Receipt journal entries and supporting documentation related to any outstanding FY 2020 cash deposits must be approved by all relevant agency approvers in order to bring them into Treasury's FY 2020 workflow.	Brian Conklin (Treasury)
July 8, 2020	Agency CFOs will receive a report of the balances in their Source 03, 05 and 09 accounts as of 06/30 so that they may take steps to eliminate all negative balances prior to the closing of the June period.	Ben Quattrucci/ Martires Hernandez

**Agency CFO General Procedures (Revised 5/27/2020)**

Due Date	Procedure	Accounts and Control or Treasury Contact
July 10, 2020	Last day for Accounts Payable section to receive FY20 invoices from vendors and agencies for State agencies utilizing the State’s centralized pay system.	Louise Sawtelle/ Natalie Laster
July 10, 2020	Child Support Quarterly Transfer Journal Entry to be posted in RIFANS (The custodial parent receives assistance from the state). The non-custodial parent makes payments to the state. (This journal entry identifies money in the agency’s account and also liquidates the accrued liability created during the quarter).	John Monse
July 13, 2020	Agencies to submit Internal Service Fund Billings for the period ended 06/30 to A&C. Pastore Center and Electricity are excluded. These will be the final billings for the fiscal year.	Linda Costa & Alicia Araujo
July 15, 2020	Last day for iSuppliers to enter FY20 invoices into the portal.	Louise Sawtelle
July 17, 2020	Last day for State agencies utilizing the State’s centralized pay system to complete the AP receiving function for each invoice that relates to goods and services received prior to July 1.	Louise Sawtelle/ Natalie Laster
July 17, 2020	Last day for State agencies that do not utilize the State’s centralized pay system to enter vendor payment transactions (including revenue refund transactions) for FY2020. <b><i>Be sure to enter 30-JUN-2020 in the GL date field for any such FY 2020 transactions initiated on or after 6/30/2020.</i></b> This is also the deadline for submitting any required backup documentation for such transactions to A&C.	Louise Sawtelle/ Natalie Laster
July 17, 2020	Last Day to FTP Batches for FY2020.This is also the last day for submitting all required backup documentation for batches to Accounts & Control.	Louise Sawtelle/ Linda Costa
July 21, 2020	Last day to final approve invoices and batches for FY 2020.	Louise Sawtelle
July 22, 2020	Accounts Payable Section will resolve all remaining vendor payment transactions for all agencies. All FY 2020 invoices not in approved status will be cancelled.	Louise Sawtelle
July 22, 2020	Agencies must submit ADI spreadsheets for accounts payable greater than or equal to \$350,000 (the \$350,000 threshold does not apply to Internal Service Funds) as of 06/30 only to A&C’s dedicated year-end payables mailbox <a href="mailto:Yearend.Payables@doa.ri.gov">Yearend.Payables@doa.ri.gov</a> . 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	Alicia Araujo
July 23, 2020	Annual imprest cash fund report(s) are due at A&C.This includes both checking and cash box fund reports.	Martires Hernandez

## Agency CFO General Procedures (Revised 5/27/2020)

Due Date	Procedure	Accounts and Control or Treasury Contact
July 24, 2020	All agencies except DOR must submit ADI spreadsheets for accounts receivable from sources other than 03, 05 and 09 as of 06/30 only to A&C's dedicated year-end receivables mailbox (Yearend.Receivables@doa.ri.gov). Even agencies with no year-end receivables from other than sources 03, 05 and 09 must still send in a memo or spreadsheet asserting this fact.	Martires Hernandez
July 31, 2020	Last day for agencies to initiate and/or approve journal entries for FY2020.	Steve Blazer
August 6, 2020	A&C to forward to State Agencies all Federal CFDA programs that qualify for FGIS Reporting.	Gail LaPoint
August 7, 2020	Due date for all Escrow Reconciliations to be submitted to A&C.	Gail LaPoint
August 13, 2020	Agencies to submit Operating Leasing information requested in earlier A&C email.	Sandra Morgan
August 20, 2020	Agencies to submit final Federal Grants Information Schedules (FGIS Reports) for FY2020 to A&C.	Gail LaPoint
August 26, 2020	Preliminary financial reports will be sent to each agency for review.	Sandra Morgan
September 1, 2020	A&C will forward preliminary closing statement to the appropriate personnel in the Legislative branch in accordance with G.L. 35-6-1(a) (8).	Sandra Morgan
September 30, 2020	Submit information on commitments required to be disclosed in FY 2020 CAFR.	Sandra Morgan
December 31, 2020	The State's Audited Comprehensive Annual Financial Report (CAFR) FY2020 is available on A&C website.	Margaret Carlson

**ATTACHMENT A**

**INVOICE DOCUMENTS**

**FY 2020**

**BILLING/PAYMENTS**

**ATTACHMENT B**

**INVOICE DOCUMENTS**

**FY 2021**

**BILLING/PAYMENTS**

**ATTACHMENT C**

**To: Ben Quattrucci, Financial Reporting Manager  
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 the \$350,000.00 threshold that are paid from July 1<sup>st</sup> thru August 14<sup>th</sup>. If these goods or services are for FY 2020 expenses, I will report this no later than August 18<sup>th</sup> as a material accounts payable for FY 2020.**

**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**