



STATE OF RHODE ISLAND

DEPARTMENT OF ADMINISTRATION

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TO: Chief Financial Officers

FROM: Margaret Carlson

DATE: April 20, 2021

SUBJECT: Fiscal Year Closing Timetable / Deadlines

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, 2021, and (2) that the State's Annual Comprehensive Financial Report is completed by December 31, 2021.

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 2021 cover sheet or the FY 2022 cover sheet, as appropriate, to help ensure that the related transaction is posted in the correct fiscal year.

All FY22 documents that require a fiscal year in the naming convention must contain a “22” 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 21, 2021.

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

Thank you!

SUMMARY OF KEY EVENTS
(Revised 4/20/2021)

DATE	EVENT
5/14/2021	Accounts receivable write-off requests must be submitted to A&C.
6/11/2021	CFDA number verification data to be submitted.
6/30/2021	Cash Receipts to be recorded in FY2021 must be in bank by this date.
7/2/2021	Receipt journal entries and supporting documentation related to any outstanding FY2021 cash deposits to be approved by agency and sent to Treasury.
7/12/2021	Last day for A&C Accounts Payable section to receive FY2021 vendor invoices for agencies utilizing the State's centralized pay system.
7/16/2021	Last day for agency approvers that do not utilize the State's centralized pay system to enter vendor payment transactions FY2021.
7/16/2021	Last day for all agencies to FTP Batches for FY2021.
7/19/2021	Submit ADI Spreadsheets for accounts payable and other accruals >\$350,000.
7/20/2021	Last day for all State agencies to approve vendor payments entered into RIFANS.
7/23/2021	Last day for all agencies (except DOR) to submit spreadsheet for accounts receivable.
7/30/2021	Last day to submit any journal entries to be posted in June period.
8/6/2021	The June period will be closed. Any subsequent postings for FY2021 will be made only by A&C in the ADJ period.

Agency CFO General Procedures (Revised 4/20/2021)

Due Date	Procedure	Accounts and Control or Treasury Contact
May 14, 2021	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.	Susan DeStefanis
June 1, 2021	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.	Martires Hernandez
June 1, 2021	Agency CFOs should resolve issues and process any remaining FY 2021 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.	John Monse, Ken Casale, Deb Poirier, Michelle Goncalo
June 11, 2021	Agency CFOs to submit updated/corrected lists of CFDA numbers for all of their federal accounts to A&C.	Gail LaPoint
June 14, 2021	Internal service fund billings for the period ended 05/31 are due at A&C.	Linda Costa
June 23, 2021	Last day for agencies to order office supplies from W.B. Mason in FY 2021. Orders may resume on 07/01.	Louise Sawtelle/Linda Costa
June 30, 2021	<u>In order for a cash deposit to be counted as FY2021 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 FY2021 receipt journal entries that relate to deposits that were posted by the bank after 6/30.	Treasury - Brian Conklin
July 1, 2021	Agencies may begin entering FY 2022 transactions in the Accounts Payable system. See Attachment B.	Louise Sawtelle/Natalie Easter
July 1, 2021	Agencies may resume ordering office supplies from W.B. Mason.	Louise Sawtelle/Linda Costa
July 2, 2021	Receipt journal entries and supporting documentation related to any outstanding FY 2021 cash deposits must be approved by all relevant agency approvers in order to bring them into Treasury's FY 2021 workflow.	Brian Conklin (Treasury)
July 7, 2021	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 4/20/2021)

Due Date	Procedure	Accounts and Control or Treasury Contact
July 9, 2021	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 12, 2021	Last day for Accounts Payable section to receive FY21 invoices from vendors and agencies for State agencies utilizing the State's centralized pay system.	Louise Sawtelle/Natalie Laster
July 12, 2021	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 & Ken Casale
July 14, 2021	Last day for iSuppliers to enter FY21 invoices into the portal.	Joanne Silva
July 16, 2021	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 16, 2021	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 FY2021. Be sure to enter 30-JUN-2021 in the GL date field for any such FY 2021 transactions initiated on or after 6/30/2021. This is also the deadline for submitting any required backup documentation for such transactions to A&C.	Louise Sawtelle/Natalie Laster
July 16, 2021	Last Day to FTP Batches for FY2021. This is also the last day for submitting all required backup documentation for batches to Accounts & Control.	Louise Sawtelle/Linda Costa
July 19, 2021	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 Yearend.Payables@doa.ri.gov . 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 \$350,000 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 PAYABLE ACCRUAL SUBMISSIONS RECEIVED AFTER THIS DATE WILL BE ACCEPTED ONLY IF SUBMITTED BY AN AGENCY'S	Michelle Goncalo
July 20, 2021	Last day to final approve invoices and batches for FY 2021.	Louise Sawtelle
July 22, 2021	Accounts Payable Section will resolve all remaining vendor payment transactions for all agencies. All FY 2021 invoices not in approved status will be cancelled.	Louise Sawtelle

Agency CFO General Procedures (Revised 4/20/2021)

Due Date	Procedure	Accounts and Control or Treasury Contact
July 23, 2021	Annual imprest cash fund report(s) are due at A&C. This includes both checking and cash box fund reports.	Martires Hernandez/Michelle Goncalo
July 23, 2021	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 30, 2021	Last day for agencies to initiate and/or approve journal entries for FY2021.	Sandra Morgan
August 6, 2021	A&C to forward to State Agencies all Federal CFDA programs that qualify for FGIS Reporting.	Gail LaPoint
August 6, 2021	Due date for all Escrow Reconciliations to be submitted to A&C.	Gail LaPoint
August 13, 2021	Agencies to submit Operating Leasing information requested in earlier A&C email.	Michelle Goncalo
August 20, 2021	Agencies to submit final Federal Grants Information Schedules (FGIS Reports) for FY2021 to A&C.	Gail LaPoint
August 23, 2021	Preliminary financial reports will be sent to each agency for review.	Sandra Morgan
September 1, 2021	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, 2021	Submit information on commitments required to be disclosed in FY2021 Annual Comprehensive Financial Report	Sandra Morgan
December 31, 2021	FY2021 Annual Comprehensive Financial Report is available on A&C website.	Margaret Carlson

ATTACHMENT A

INVOICE DOCUMENTS

FY 2021

BILLING/PAYMENTS

ATTACHMENT B

INVOICE DOCUMENTS

FY 2022

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 1st thru August 14th. If these goods or services are for FY 2021 expenses, I will report this no later than August 18th as a material accounts payable for FY 2021.

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 Annual Comprehensive 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