



State of North Carolina

Office of the State Controller

Michael F. Easley, Governor

Robert L. Powell, State Controller

April 18, 2008

MEMORANDUM NO. SAD 08-31

TO: Chief Fiscal Officers
Vice Chancellors
Fiscal Contacts

FROM: Robert L. Powell
State Controller

SUBJECT: Cash Closeout Guidelines for Fiscal Year 2007-08

Please observe the following guidelines in closing the 2007-08 fiscal year:

Imprest Cash Accounts

Imprest Cash Accounts should be reimbursed and closed out as of **June 30, 2008**. The amount for Imprest Cash should be deposited as an allotment deposit for the month of June 2008. Refer to the Budget Manual, Section 4.

Travel Advances

All permanent and temporary travel advances must be repaid prior to **June 27, 2008**. Refer to the Budget Manual, Section 5.

Sale of Surplus Property

G.S. 143-64.05 provides that any receipts, over the amount budgeted, from the sale of surplus property of State departments, institutions and agencies, supported by appropriations from the General Fund, must be deposited as non-tax revenue to the General Fund. For NCAS A/P processing, the IGO vendor number for this transfer is **561611588-08 (OSCGENFUNDREV)**. Remittance message should be: **FY 2008 Sale of Surplus**. For those not processing through the A/P module in NCAS, an on-line transfer in the Cash Management Control System (CMCS) to department code **9978**, for the amount that actual receipts exceed the amount budgeted must be created and must include **"Sale of Surplus Property"** on page 2 in the Explanation of Transfer section. Both manual and IGO transfers must be received by the Office of the State Controller before **11:00 a.m. on June 20, 2008**.

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Net Proceeds from Sale, Lease or Rental

G.S. 146-30 provides that the net proceeds from the sale, lease, rental or other disposition of lands by a state agency be deposited with the State Treasurer to be credited to the General Fund. The Wildlife Resources Commission, Department of Agriculture, Department of Environment and Natural Resources (State Parks) and the Department of Health and Human Services (John Umstead Hospital) are exempt from this provision. For NCAS A/P processing, the IGO vendor number for this transfer is **561611588-08 (OSCGENFUNDREV)**. Remittance message should be: **FY 2008 Net Proceeds from Sale, Lease, Rental**. For those not processing through the A/P module in NCAS, an on-line transfer in the Cash Management Control System (CMCS) to department code **9978** must be created and must include "**Net Proceeds from Sale, Lease or Rental**" on page 2 in the Explanation of Transfer section. Both manual and IGO transfers must be received by the Office of the State Controller before **11:00 a.m. on June 20, 2008**.

General Fund Tax and Non-Tax Revenue Funds

Deposits dated **June 30, 2008** will be processed by the Office of the State Controller, if such deposits are made and certifications are received by the State Treasurer through the CMCS no later than **2:00 p.m. on June 30, 2008**. No revenue refunds or transfers will be processed after **11:00 a.m. on June 30, 2008**. No revenue deposits will be processed after **2:00 p.m. on June 30, 2008** for the 2007-08 fiscal year.

General and Special Funds

Certifications of Deposit dated **June 30, 2008** must be received by the State Treasurer no later than **July 8, 2008**. The last NCAS check run for 2007-2008 will be **June 30, 2008**. On-line transfers between codes of an agency may be executed after June 30th, but should be no later than **July 8th**. All settlement, or final June, requisitions must be received by the State Controller before **11:00 a.m. on July 8, 2008**. **Completed budget reports for the month of June must be filed no later than July 16, 2008**.

Capital Improvement Funds

All Capital Improvement reports for the month of June must be filed, with OSC, no later than **June 23, 2008**. Capital Improvement reports should be completed and filed early and separately from reports covering current operations. Capital Improvement requisitions that are funded by **COPS**, must be received by the Office of the State Controller on or before **11:00 a.m. on Thursday, June 12, 2008** to be processed in the 2007-08 fiscal year. Other Capital Improvement requisitions for funds, including those funded by bond appropriations, must be received by the Office of the State Controller on or before **11:00 a.m. on June 12, 2008** and Certifications of Deposit must be received by the State Treasurer's Office by **2:00 p.m. on June 12, 2008** to be processed in the 2007-08 fiscal year.

Capital Improvement Reversions to the General Fund

For NCAS A/P module processing, the IGO vendor number for this reversion is **561611588-08 (OSCGENFUNDREV)**. Remittance message should be: **FY 2008 CI Reversion**. For those not processing capital improvement reversions through the NCAS A/P module, an on-line transfer in the CMCS to department code **9973** should be created. The budget code number of the reverting code should be indicated on page 2 in the Explanation of Transfer section. Both IGO and manual transfers must be received by the Office of the State Controller before **11:00 a.m. on June 13, 2008**.

CMCS Year End Processing

July 8, 2008 will be that last day processed on the 2007-2008 CMCS data base. Please do not enter any requisitions or transfers after the **11:00 a.m.** cutoff or any deposits after the **2:00 p.m.** cutoff. Please be aware that any of these transactions not processed on **July 8, 2008** will be deleted from the 2007-2008 CMCS data base. Agencies will have to re-enter these transactions into the 2008-2009 CMCS data base on/after **July 9, 2008**. The Office of the State Controller will maintain a list of deleted transactions for your reference.

Please review these guidelines carefully to insure that deadlines are met. Please file budget reports as early as possible, but certainly no later than the above dates. Any inquiries concerning these guidelines should be directed to Melody Tart at (919) 981-5486.

cc: Ms. Julie Mitchel, OSBM
Mr. Vernon Garrett, Department of the State Treasurer

RP/mt
SAD: 08-31