



# State of North Carolina

## Office of the State Controller

DAVID T. MCCOY  
STATE CONTROLLER

January 23, 2009

### MEMORANDUM NO. SAD 09-05

TO: Chief Fiscal Officers  
Vice Chancellors

FROM: David T. McCoy

A handwritten signature in black ink that reads "David McCoy".

SUBJECT: General Fund Reporting Requirements

On January 13, 2009, Governor Beverly Perdue signed Executive Order Number 6, "*Budget Administration Due to Economic Slowdown.*" Pursuant to section 6, "*the Office of the State Controller (OSC), as advised by the State Budget Officer, is directed to monitor disbursements as presented as requisitions for cash.*" In compliance with the Executive Order, OSC has initiated the following General Fund Reporting Requirements **effective immediately**:

- The "General Fund Projections of Receipts and Expenditures" worksheet shall be submitted on a weekly basis. Projections for the subsequent week will be due by 11:00 am on Wednesday. The initial projection worksheet is due January 28 for the week of February 2 – 6.
- The "Requisitions Supported by Transfers from Non-General Fund Sources" worksheet shall be completed daily for each requisition supported entirely by non-general fund revenues. Priority will be given to requisitions identified as supported by non general fund revenues. Remit the worksheet by 10:45 am each business day for analysis.
- Total daily requisitions, by priority, will be compared to the respective day on the weekly projection worksheet for accuracy. Please calculate your projection worksheet carefully, as total requisitions by priority for amounts greater than projected on the worksheet, may cause delay in the approval of requisitions.
- Both the projection and transfer worksheets are located on OSC's website at: [http://www.osc.nc.gov/forms\\_policies/central\\_compliance\\_forms.html](http://www.osc.nc.gov/forms_policies/central_compliance_forms.html) and shall be remitted to [cash.projections@osc.nc.gov](mailto:cash.projections@osc.nc.gov).

OSC appreciates your commitment to accurate general fund reporting. For assistance, contact Shirley Trollinger at 919-981-5426 or by email at [shirley.trollinger@osc.nc.gov](mailto:shirley.trollinger@osc.nc.gov) on concerns with cash projections and Melody Tart at 919-981-5486 or by email at [melody.tart@osc.nc.gov](mailto:melody.tart@osc.nc.gov) with any concerns regarding cash requisitions.

Thank you.

DM:ag:cw