



Office of the State Controller

OFFICIAL MEMORANDUM

To: Fiscal Officers

From: Anne Godwin, Deputy State Controller

Date: May 3, 2021

Subject: Fiscal Year 2021 Cash Year-End Closing Procedures

Please review and abide with the following requirements in closing the 2020-21 fiscal year:

- **Imprest Cash Accounts** - Imprest Cash Accounts should be reimbursed and closed out as of **June 25, 2021**. The amount for Imprest Cash is redeposited to the allotment account for the month of June 2021. For guidance, please refer to Section 4 of the "[State Budget Manual](#)."
- **Travel Advances** - All permanent and temporary travel advances must be repaid prior to **June 18, 2021**. For guidance, please refer to Section 5 of the "[State Budget Manual](#)."
- **Sale of Surplus Property** - [G.S. § 143-64.05](#) requires that any receipts, over the amount budgeted, from the sale of surplus property by State departments, institutions, and agencies supported by appropriations from the General Fund must be deposited as non-tax revenue to the General Fund (See Attachment).
- **Net Proceeds from Sale, Lease or Rental of State Lands** - [G.S. § 146-30](#) requires that the net proceeds from the sale, lease, rental or other disposition of lands by a state agency be deposited with the State Treasurer and be credited to the General Fund. NC Wildlife Resources Commission, Department of Agriculture and Consumer Services, Department of Natural and Cultural Resources, and the DHHS-John Umstead Hospital are statutorily exempt from this provision. (See Attachment).
- **Year-End Processing** - See Attachment.
- **Capital Improvement Funds/Capital Improvement Reversions** - See Attachment.



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- **2020-2021 NCFS** - More information will be sent out in a separate memo regarding the year-end process for NCFS.

My staff and I appreciate your cooperation as we once again complete the cash closing process. Please share these requirements with the appropriate members of your staff to ensure all deadlines are met.

Should you have questions regarding any aspect of this memorandum or the close-out process, please contact Alisha Moore at (919) 707-0668 or alisha.moore@osc.nc.gov or the NCFS Help Desk at 919-707-0795 or ncfs@osc.nc.gov.

Attachment

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