



State of North Carolina

Office of the State Controller

DAVID T. MCCOY
STATE CONTROLLER

April 20, 2012

MEMORANDUM

TO: Chief Fiscal Officers
Vice Chancellors

FROM: David McCoy *David McCoy*

SUBJECT: Cash Closeout Guidelines for Fiscal Year 2011-2012

As the fiscal year end approaches, agencies and universities need to review their cash management plans and delegations of disbursing authority for any necessary changes and or updates. Please provide this office with any revised documents for our review and approval. You must have an approved cash management plan and delegation of disbursing authority on file at your agency for review by the Office of the State Auditor.

In addition to above, please review and abide with the following requirements in closing the 2011-12 fiscal year:

IMPREST CASH ACCOUNTS - Imprest Cash Accounts should be reimbursed and closed out as of **June 27, 2012**. The amount for Imprest Cash is to be deposited as an allotment deposit for the month of June 2012. 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 22, 2012**. For guidance, please refer to Section 5 of the *State Budget Manual*.

CAPITAL IMPROVEMENT FUNDS/CAPITAL IMPROVEMENT REVERSIONS - *See* Attachment 1.

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 1.

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. The Wildlife Resources Commission, Department of Agriculture, DENR-State Parks and the DHHS-John Umstead Hospital are statutorily exempt from this provision. *See* Attachment 1.

CMCS YEAR END PROCESSING - *See* Attachment 2

2011-2012 CMCS DATABASE - Any requisitions, transfers or certifications of deposit that are not approved and updated on **July 9, 2012** will be deleted from the 2011-2012 CMCS database. Agencies and institutions will have to re-enter these transactions into the 2012-2013 CMCS database on or after **July 10, 2012**. The Office of the State Controller will maintain a list of deleted transactions for your reference. *See* Attachment 2.

My staff and I appreciate your cooperation as we once again complete the cash closing process. Toward that end, please share these requirements with the appropriate members of your staff to ensure all deadlines are timely met. Should you have any questions regarding any aspect of this memorandum or the close out process, please contact Melody Tart at (919) 707-0688.

Thank you.

DM/mt

cc: Mr. Andy Willis
Mr. David Brown
Ms. Chandler Francis

NO. SAD 12-42