



State of North Carolina

Office of the State Controller

JAMES G. DOLAN
ACTING STATE CONTROLLER

April 30, 2014

MEMORANDUM: 14-31

TO: Chief Fiscal Officers
Vice Chancellor

FROM: James G. Dolan

SUBJECT: Cash Closeout Guidelines for Fiscal Year 2013-2014

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 2013-14 fiscal year:

IMPREST CASH ACCOUNTS - Imprest Cash Accounts should be reimbursed and closed out as of **June 27, 2014**. The amount for Imprest Cash is to be deposited as an allotment deposit for the month of June 2014. 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 20, 2014**. 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

2013-2014 CMCS DATABASE - Any requisitions, transfers or certifications of deposit that are not approved and updated on **July 8, 2014** will be **deleted** from the 2013-2014 CMCS database. Agencies and institutions will need to re-enter these transactions into the 2014-2015 CMCS database on or after **July 9, 2014**. 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 or Melody.Tart@osc.nc.gov.

Thank you.

cc: Ms. Donna Cox
Mr. David Brown
Ms. Fran Lawrence

JD/mt

ATTACHMENT 1

ITEM	DATE	PROCEDURES
<p>CAPITAL IMPROVEMENT FUNDS (COPS, LOBS, 2/3 GO)</p> <p>CAPITAL IMPROVEMENT FUNDS (APPROPRIATED)</p>	<p>6/5/2014</p> <p>6/12/2014</p>	<p>Requisitions and Transfers must be entered into CMCS before 10:30 am to be processed in the 2013-2014 fiscal year.</p> <p>Certifications of Deposit must be entered in CMCS by 1:30 pm and approved by the State Treasurer to be processed in the 2013-2014 fiscal year.</p> <p>Capital Improvement Reports are due to OSC by <u>June 23, 2014</u></p>
<p>CAPITAL IMPROVEMEMENT REVERSIONS</p>	<p>6/18/2014</p>	<p>NCAS A/P PROCESSING: IGO vendor Number: 561611588-08 (OSCGENFUNDREV) Remittance message: FY2014 Reversions</p> <p>NON NCAS A/P PROCESSING: CMCS transfer to department code 9973 "Budget Code Number" of reverting code on explanation line</p> <p>Please "PASS" in CMCS by 10:00 am to insure current day processing.</p>
<p>SALE, LEASE, RENTAL of STATE LANDS G.S. 146-30</p>	<p>6/18/2014</p>	<p>NCAS A/P PROCESSING: IGO vendor Number: 561611588-08 (OSCGENFUNDREV) Remittance message: FY2014 Net Proceeds from Sale, Lease, Rental</p> <p>NON NCAS A/P PROCESSING: CMCS transfer to department code 9978 "Net Proceeds from Sale, Lease or Rental" on explanation line</p> <p>Please "PASS" in CMCS by 10:00 am to insure current day processing.</p>
<p>SALE of SURPLUS PROPERTY G.S 143-64.05</p>	<p>6/18/2014</p>	<p>NCAS A/P PROCESSING: IGO vendor Number: 561611588-08 (OSCGENFUNDREV) Remittance message: FY2014 Sale of Surplus Property</p> <p>NON NCAS A/P PROCESSING: CMCS transfer to department code 9978 "Sale of Surplus Property" on explanation line</p> <p>Please "PASS" in CMCS by 10:00 am to insure current day processing.</p>

ATTACHMENT 2

ITEM	DATE	PROCEDURES
FINAL CHECK RUN (NCAS and MANUAL CHECKS)	6/26/2014	Set BCCL and PCC screens to print checks on 6/27/14 All requisitions for the final check run will need to be in the submitted status by 11:30 am on/or before June 30, 2014 to be processed in the 2013-2014 fiscal year.
EPAYS, IGOS, MANUAL CMCS TRANSFERS, VENDOR ATTACHMENTS	6/26/2014	All transfers will need to be in the submitted status by 11:30 am on/or before June 30, 2014 to be processed in the 2013-2014 fiscal year.
GENERAL FUND TAX and NON-TAX REVENUES	6/30/2014	Certifications of Deposit must be entered in CMCS by 1:30 pm and approved by the State Treasurer to be processed in the 2013-2014 fiscal year.
PRIOR MONTH REQUISITION, TRANSFER, DEPOSIT TRANSACTIONS	7/9/2014	Budget codes will be closed for June transactions on the evening of 07/8/14. Agencies will need to call OSC to have codes opened for June transactions beginning on 7/9/2014.
CMCS YEAR END CLOSE	7/8/2014	2013-2014 CMCS data base is closed at end of business day. Do not enter any requisitions or transfers after 10:30 am and any certifications of deposit after 1:30 pm deadlines. Any requisitions, transfers or certifications of deposit that are not approved and updated on July 8, 2014 will be delete from the 2013-2014 CMCS data base.
CMCS NEW YEAR OPEN	7/9/2014	2014-2015 CMCS data base is open.
CASH CARRYFORWARD ENTRIES	July 2014	OSBM will determine, and enter into CMCS, any cash carryforward requisitions. GED will have to be opened in NCAS to process the cash carryforward check.
JUNE BUDGET REPORTS	7/15/2014	June budget reports should be certified with OSC on/or before July 15, 2014 Date is subject to cash carryforward approval.