



Office of the State Controller

OFFICIAL MEMORANDUM

To: Vice Chancellors
Chief Fiscal Officers
From: Dr. Linda Combs
Date: 5/13/2016 *Linda Combs*
Subject: Year End Cash Closing Procedures
CC: Fran Lawrence, DST
Thomas Cheek, OSBM

As the fiscal year end approaches, agencies and universities shall review their cash management plans and delegations of disbursing authority for any necessary changes and or updates. Please provide this office with the revised documents for our review and approval.

In addition to above, please review and abide with the following requirements in closing the 2015-16 fiscal year:

IMPREST CASH ACCOUNTS - Imprest Cash Accounts should be reimbursed and closed out as of **June 27, 2016**. The amount for Imprest Cash is deposited as an allotment deposit for the month of June 2015. 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, 2016**. 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. 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 1.

CMCS YEAR END PROCESSING - See Attachment 2



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2015-2016 CMCS DATABASE - Any requisitions, transfers or certifications of deposit not approved and updated on **July 8, 2016 will be deleted** from the 2015-2016 CMCS database. Agencies and institutions will re-enter these transactions into the 2016-2017 CMCS database on or after **July 11, 2016**. To aid in this, please verify the CMCS transactions after the 2:00 pm update on July 8, 2016 and maintain copies of any prepared/passed/submitted transactions. Also, 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. Please share these requirements with the appropriate members of your staff to ensure all deadlines are adhered to timely. 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 or the OSC Support Services Center at 919-707-0795.

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