



Office of the State Controller

OFFICIAL MEMORANDUM

To: Fiscal Officers

From: Anne Godwin, Deputy State Controller

Date: April 24, 2018

Subject: Cash Year-end Closing Procedures

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 the NC Office of the State Controller with the revised documents for review and approval.

In addition to above, please review and abide with the following requirements in closing the 2017-18 fiscal year:

- **Imprest Cash Accounts** - Imprest Cash Accounts should be reimbursed and closed out as of **June 26, 2018**. The amount for Imprest Cash is redeposited to the allotment account for the month of June 2018. 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 19, 2018**. 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 (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. (Attachment 1).
- **CMCS Year End Processing** - See Attachment 2



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- **2017-2018 CMCS Database** - Any requisitions and transfers not approved and updated on after the 11:30 update process on **June 29, 2018, will be deleted** from the 2017-2018 CMCS database. *Certification of Deposits are not deleted.* Agencies and institutions will need to re-enter these transactions into the 2018-2019 CMCS database on or after **July 2, 2018**. To aid in this, please verify the CMCS transactions after the 2:00 pm update on June 29, 2018, and maintain copies of any prepared/passed/submitted transactions. The Office of the State Controller will also maintain a list of deleted transactions for your reference (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 met. Should you have questions regarding any aspect of this memorandum or the close-out process, please contact Taylor Brumbelee at (919) 707-0667 or taylor.brumbeloe@osc.nc.gov or the OSC Support Services Center at 919-707-0795.

Attachments

NO. SAD 18-37