



# State of North Carolina Office of the State Controller


Michael F. Easley, Governor

Robert L. Powell, State Controller

January 29, 2007

## MEMORANDUM NO. SAD 07-30

**TO:** Chief Fiscal Officers  
Vice Chancellors

**FROM:** Robert L. Powell   
State Controller

**SUBJECT:** Revised Month End Budget Report Certification Process

The Office of the State Controller (OSC) has revised the certification process to assist agencies and universities in meeting the deadline of the 10<sup>th</sup> working day for certification of month end budget reports. Beginning February 1, 2007 agencies and universities will automatically be certified for the month once they pass pre-certification. It will no longer be necessary to send a certification email to the OSC Support Services Center. The creation of month end reports will occur prior to nightly production on the day in which pre-certification is complete. Please review the Report Certification Process on our website at:

[http://www.ncosc.net/sigdocs/sig\\_docs/documentation/policies\\_procedures/sigPerforming\\_MonthEnd\\_Procedures.html](http://www.ncosc.net/sigdocs/sig_docs/documentation/policies_procedures/sigPerforming_MonthEnd_Procedures.html)

Any inquires concerning these revisions should be directed to your OSC financial analyst. Thank you for your continued support in the timely submission of month end budget reports.

RLP/awg

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