



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY

M. J. AMIKE® FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

April 12, 2002

MEMORANDUM OSRAP 02-23

TO: Fiscal Officers
All ISIS Agencies

FROM: F. Howard Karlton, CPA, CGFM
Director

SUBJECT: Unclassified Deposits

Agencies are to review the **2G26 Unclassified Deposit Summary – By Agency** report monthly to ensure the timely classification of their deposits. The April 2002 report will be available in BUNDL on May 4, 2002. Agencies should retrieve, print and review this report.

We have attached a copy of the 3/31/02 version of the report for those agencies with deposits that have been outstanding for several months. You should ensure that funds deposited for your agency are classified in a timely manner at all times. Funds that cannot be identified should either be returned with a request for more information or deposited and classified as INA. **You should not leave deposits unclassified after the fiscal year that they were received in has been closed.** Debit and Credit memos should immediately be classified to the coding of the funds to which they are related. If you are unsure of which deposit they relate to, you should contact the State Treasurer's Office. You should make every effort to classify **all** outstanding deposits listed on this report and those funds deposited through June, **by 6/28/02**. Remember you must classify all FY02 deposits by 8/13/02.

If you have any questions, contact the OSRAP Help Desk at (225) 342-1097.

FHK: am

Attachments

C: Mr. Gary Hall, CPA