



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

May 28, 2003

OSRAP MEMORANDUM 03-32

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 May 2003 report has been available in BUNDL since May 6, 2003. Agencies should retrieve, print and review this report.

We have attached a copy of the 4/30/03 version of the report for those agencies with deposits that are outstanding. 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 Income Not Available (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 6/30/03**. Remember you must classify all FY03 deposits by 8/13/03.

If you have any questions, contact the OSRAP Help Desk at (225) 342-1097. Remember, all OSRAP memorandums and forms may be accessed through our home page at <http://www.state.la.us/OSRAP/INDEX.HTM>.

FHK: cwc

Attachments

C: Mr. Gary Hall, CPA