



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

June 7, 2004

OSRAP MEMORANDUM 04 - 34

TO: Fiscal Officers
All ISIS Agencies

FROM: Afranie Adomako, CPA
Director

SUBJECT: Unclassified Deposits

This is a reminder that agencies should review the **2G26 Unclassified Deposit Summary – By Agency** report monthly to ensure the timely classification of their deposits. The May 2004 report is now available in BUNDL.

Deposits that cannot be identified should either be returned with a request for more information or classified as Income Not Available (INA). Please classify Debit and Credit memos immediately using the coding for the funds they are related to. Contact Julie Robinson at the State Treasurer's Office at (225) 342-8621 if you are unsure of which deposit they relate to. All outstanding deposits listed on this May 2004 report, as well as all June deposits, should be classified **by 6/30/04**. Remember, you must classify all FY04 deposits by 8/13/04.

Please contact the OSRAP Help Desk at (225) 342-1097 if you have any questions regarding this memorandum. Remember, all OSRAP memorandums and forms may be accessed through our home page at <http://www.doa.la.gov/OSRAP/INDEX.HTM>.

AA : cwc

C: Mr. Gary Hall, CPA