



State of Louisiana
Division of Administration
Office of Statewide Reporting and Accounting Policy

May 24, 2012

OSRAP MEMORANDUM 12-24

TO: Fiscal Officers
All State Agencies

FROM: Afranie Adomako, CPA
Director

SUBJECT: June 30, 2012 Year End Close

The enclosed procedures are furnished for your use during the June 30, 2012 year-end close. Instructions and information pertaining to the following procedures are attached:

- 6/30/12 Year End Close Time Frame
- Error Corrections to Prior Year – Expenditures and Revenue
- Fiscal Year Travel Claims
- Stale Dated Checks
- Check Amount in Excess of Amount Due and Checks to Wrong Vendors
- Check Amount Less Than Amount Due
- Credit Memos
- New State Treasurer's Seed
- Return of Seed
- Reestablishment of State Treasurer's Seeds
- Increase in Agency's State Treasurer Seed for Next Fiscal Year
- Carryover of Prior Year Cash to Current Year Means of Financing Appropriation
- Roll Forward of Fiscal Year 2012 Encumbered Appropriations
- Carry Forward of Cash for Retainage Payable Balances
- Revenue Transfers During the 45-day Period
- NON-ISIS Return of Surplus.

Please remember that the provisions of LA Revised Statute 39:82 remain in effect during the 45-day close. Agencies are only allowed to use fiscal year 2012 funds to liquidate valid liabilities (goods received or services rendered on or before June 30, 2012). Valid encumbrance items established by close of business June 30, 2012 but not received on or before that date may be liquidated against 2013 appropriations at the agency's discretion. However, the Roll Forward of Encumbered Appropriations procedure must be followed in order to obtain funding authorization

for that period. The following is a summary of important dates included in the attached procedures:

- The last date checks will be printed in June is Friday, June 29, 2012.
- The next scheduled check print will be on Tuesday, July 3, 2012.
- EFTs will run on the night of Thursday, June 28, 2012 and will be issued on Friday, June 29, 2012. EFTs will not run again until the night of Monday, July 2, 2012.
- Payroll off-cycle interfaces and other (non-payroll) interfaces to ISIS with a June effective date must be at the Data Center no later than 2:00 p.m. on Thursday, June 28, 2012.

A detailed time frame with explanations of allowable transactions is enclosed. Delivery time required by courier, mail or messenger, must be taken into consideration to meet all deadlines. The deadlines provided in this memorandum are the latest dates and times transactions will be accepted for processing. Agencies can and should submit transactions as soon as possible before the deadlines to ensure a smooth closing.

Note: FY 13 AGPS encumbrances in HOLD status will not be processed in AFS until the new fiscal year (FY13) budgets are loaded.

CMIA agencies should pay close attention to the Notes on page 5 of these instructions for information affecting their draws.

Agencies should review the 1G07B and 1G26B daily and ensure that all payment vouchers representing valid liabilities are liquidated in a timely manner. Those payment vouchers that are no longer needed, have errors, or will not produce a check because of inactive vendor records should be modified to zero by the close of business on June 29, 2012.

Please distribute copies of this memorandum to all fiscal, purchasing and contract office employees. Many of the deadlines affect these individuals. Please contact the OSRAP Help Desk at (225) 342-1097 if you have questions on the above memo or attached instructions.

AA:brt

Attachments

- c:
- Ms. Martha O'Hara
 - Ms. Laura Lapeze
 - Ms. Andrea Hubbard
 - Ms. Ternisa Hutchinson
 - Mr. Barry Dusse
 - Ms. Denise Lea
 - Ms. Sandra Gillen
 - Ms. Pat Cane

Date	Transaction Code	Destination	Arrival Deadline	AFS Deadline
Friday 06/29/12 Continued	PV, PVQ, P1 Mods (for APRD 12/12 Check issued 01/13)			8:00 PM
	II, J4, PV Type 2 & 3			8:00 PM
	WV			8:00 PM
	J6 (Payroll Correction)			8:00 PM
	J6 (Non-ISIS)	State Treasurer's Office	11:00 AM	8:00 PM
	J6 (Stores Increase)			8:00 PM
	J6 (Agency Reclassification)			8:00 PM

SPECIAL INSTRUCTIONS:

All regular appropriated budgets must be in balance within each appropriation by the Close of Business on June 29, 2012 (i.e., MOF APs=RBs, Operating APs=EBs, and EBs=RBs). To accomplish this, AP, EB, and RB documents for FY 12 with a June effective date must be at a PEND3 status on SUSF by 2:00 p.m. on June 27, 2012. AP, EB, and RB documents must be accepted in AFS by 8:00 p.m. on June 29, 2012.

All payment vouchers (PV, P1, PVQ) and modifications issued from revenue with a June effective date must be entered and accepted in AFS by 8:00 p.m. 6/28/12 with a scheduled payment date on or before 6/28/12. An accounts payable liquidation for fiscal year 2012 with a June effective date will be allowed for all scheduled payment dates through June 30, **2013** during the 6/28/12 nightly cycle for checks and during the 6/28/12 nightly cycle for EFTs, depending on the General Fund cash position. These dates are being used to ensure that all payables will be liquidated regardless of scheduled payment date and may be adjusted further into the future to accomplish that goal. Checks will be printed and mailed 6/29/12.

NOTE: The State Treasurer's Office (STO) must be notified by 11:30 AM on the above dates for all PVs, PVQs, P1s and J4s that require their approval.

The last day for interfaces is 6/28/12. The interfacing agency must ensure that transmissions have been received and posted in ISIS. Interfaces done on 6/29/12 must only be for resubmission of or correction to a 6/28/12 interface that rejected. Routine interfaces will **NOT** be accepted on 6/29/12. Agencies should not send interfaces (i.e., CMS, TMS, etc) for FY 13 accounting period 01 13 until the budgets are loaded for the new fiscal year.

FY 12 pre-encumbrance balances must be canceled by 8:00 p.m. 6/29/12. FY 12 requisitions not awarded by 8:00 p.m. 6/29/12 must be reentered as FY 13 requisitions after the budgets are loaded for fiscal year 13 in accounting period 01 13.

A special front-end security to only allow OSRAP, STO, OPB, OIS, OCR, and OSP access to ISIS will be in place on 6/30/12. If necessary, the special front-end security will be extended to 7/1/12.

Fiscal Year End Reports and Agency Transaction Listings should be available in BUNDL by 7/1/12. Also, agencies should be allowed into ISIS and may resume sending interface files only for FY 12 accounting period 13 12 by 7/1/12. Fiscal year 2013 accounting period 01 13 will be opened after the FY13 budget is loaded. Access to both accounting periods 13 12 and 01 13 is allowed after the FY 13 budget is loaded.

The LDO limit will be raised to \$10,000.00 for the period of 7/1/12-8/14/12. This is done to allow entry in AGPS for commodity-based purchases for Budget FY 12 that were not encumbered by 6/29/12. Please ensure that all BFY 12 commodity based purchases are recorded in AGPS on or before 8/14/12 using LDOs. **You may NOT process FY13 LDOs above \$1,000.00.** Violations will be reported to the Office of State Purchasing and the Legislative Auditor.

Although AFS will allow a prior year encumbrance to be established through AFS during the 45-day period, it is illegal and against the policy of the Division of Administration for agencies to do so.

Agencies with any transactions related to continuing appropriations that are attributable to activity on or before 6/30/12 should code those transactions to accounting period 13 12 during the 45-day period.

Agencies with purchasing cards and/or CBA Travel Accounts should move all expenditures from their PPPP, TRV+, and P+/T+ Appropriation organizations (i.e., P100, P200, P300, etc, TRV1, TRV2, etc & T100, T200, T300, etc.) to their appropriate object and organization by the close of business on June 29, 2012.

Also, for agencies with purchasing cards and/or CBA Travel Accounts, the P3 and P4 to record expenditures from the July 5, 2012 statement billing file will post to fiscal year 2012, accounting period 13 12. That statement will cover purchases made during the period of June 5 to July 5, 2012. Any charges that relate to fiscal year 2013 must be moved to FY 13 on a J2 transaction during the 13th accounting period (13 12).

CMIA AGENCIES:

All CMIA agencies should be aware that, depending on the General Fund cash position, checks will be printed on 6/29/12 for payment vouchers accepted on or before 6/28/12 with scheduled disbursement dates through 6/30/**13**. EFTs will be sent on 6/29/12 for payment vouchers accepted on or before 6/28/12 with scheduled payment dates through 6/30/**13**. Payment vouchers must meet all other automated disbursement criteria. **Adjust your draws from Federal Granting Agencies accordingly.**

PAYROLL:

The final pay period for FY12 ends June 24, 2012 for payday June 29, 2012. Payroll issued June 29, 2012 for the pay period ending June 24, 2012 will post in AFS on Wednesday, June 27, 2012 during the nightly cycle. In order to affect proper fiscal year charges, each agency must make certain all off-cycle payments are processed in a timely manner. The deadline for off-cycle processing for FY12 is Thursday, June 28, 2012 at 2:00 p.m. Those entries will post in AFS June 28, 2012 with a LaGov HCM posting date of June 28, 2012.

SECTION: 6/30/12 Year End Close Procedures
UNIT TYPE: All State Agencies

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All J5 rejects in AFS for the June 29, 2012 payday and for off-cycles processed through Thursday, June 28, 2012 must be corrected (in PEND3 status) by **9:00 a.m., Friday, June 29, 2012** in order to be charged to fiscal year 2012 in AFS.

PROCEDURE: Error Correction To Prior Year – Expenditure and Revenue

Expenditure

The following procedure is to be used to correct expenditure coding errors within an agency fund within the same fiscal year during the 45-day period. For corrections between fiscal years use a J2 document.

Responsibility

Action

- | | |
|-----------------------|--|
| Agency Fiscal Officer | 1. Processes an Agency Journal Voucher (J6) in AFS to correct expenditures within an agency fund in fiscal year 12. Processes a J6 document in AFS to correct personal service objects for payroll corrections crossing Appropriated Programs in fiscal year 12. |
|-----------------------|--|

Revenue

The following procedure is used to correct revenue coding errors to the prior year within or between funds which the agency is responsible for and revenue organizations within the same fiscal year.

Responsibility

Action

- | | |
|-----------------------|--|
| Agency Fiscal Officer | 1. Processes a Journal Voucher (J6) in AFS for correction of revenues within or between funds in fiscal year 12. |
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PROCEDURE: Fiscal Year Travel Claims

The following procedure is used to process and pay actual travel claims through June 30 at fiscal year end close.

Responsibility

Action

- | | |
|------------------------------------|---|
| Agency Personnel and Board Members | 1. Prepares agency standard travel reimbursement voucher through June 30 and mails, carries or delivers to agency accounting office in sufficient time to allow agency to input documents into AFS by the established year end close deadlines. |
| Agency Fiscal Officer | 2. Prepares a Payment Voucher (PV, PVQ, P1) in AFS for amount of travel claims filed for travel. |

NOTE: Agencies that send travel transactions through an FTP interface to AFS must submit the interface no later than 2:00 p.m. 6/28/12.

PROCEDURE: Stale Dated Checks

The following procedure is used for reissuing stale dated AFS checks during the forty-five (45) day period, July 1, 2012 through August 14, 2012.

<u>Responsibility</u>	<u>Action</u>
Agency Fiscal Officer	<ol style="list-style-type: none">1. Prepares a Check Cancellation Input (CX) form for a Type 1 requesting replacement check.2. Mails or delivers the CX form and void check to State Treasurer's Office.

PROCEDURE: Check Amount in Excess of Amount Due and Checks to Wrong Vendors

The following procedure is used for AFS checks in excess of amount due and checks issued to the wrong vendor during the forty-five (45) day period, July 1, 2012 through August 14, 2012.

<u>Responsibility</u>	<u>Action</u>
Agency Fiscal Officer	<ol style="list-style-type: none">1. Completes and submits a CX form Type 3 (void do not reissue) and attaches the voided check. (If the check is lost, please note this on the form). If the check was issued from revenue coding, note the coding on the CX form in the space provided.2. If the check was issued against expenditures, keys a Journal Voucher (J1) in AFS to back-out the expenditures. Debit Cancel Vouchers Payable (6710), and credit the expenditure coding.3. Records the J1 document number on the CX document for expenditure voids.4. Submits the original CX and the check to the State Treasurer's Office. <p>Note: The J1 is keyed into AFS by the agency, approved at the agency level and on the suspense file (SUSF) awaiting approval from both OSRAP and the State Treasurer's Office. Agency should periodically check SUSF to ensure that the J1 was processed.</p>
OSRAP Analyst	<ol style="list-style-type: none">5. Initiates the cancellation procedure when the canceled check is a consolidated check involving multiple agencies.

PROCEDURE: Check Amount Less Than Amount Due

The following procedure is used for AFS checks less than prior year amount due during the forty-five (45) day period July 1, 2012 through August 14, 2012.

<u>Responsibility</u>	<u>Action</u>
Agency Fiscal Officer	1. Keys a Payment Voucher (PV, PVQ, P1) in AFS to generate a check for the remaining amount due.

PROCEDURE: Credit Memos

The following procedure is used for credit memos input and outstanding before the final June 30 close.

<u>Responsibility</u>	<u>Action</u>
Agency Fiscal Officer	<ol style="list-style-type: none">1. Determines if there are any outstanding credit memos and from which ISIS subsystem the credit memo originated (CFMS or AFS). If the credit memo will not be applied to a prior year invoice by the August 14 close, the credit memo must be removed from the accounts payable file and collected from the vendor.2. Keys into AFS a Payment Voucher to reverse outstanding credit memos in the prior year that will not be used. If the credit memo originated in CFMS, return to the KINV in CFMS and cancel the credit (status code CXP).3. Establishes these credit memos as accounts receivable on the agency's records. <u>These records are maintained manually and not in AFS/CFMS.</u>4. Remits the collection of these receivables to the State Treasurer during the forty-five (45) day period between July 1 and August 14 using a Deposit Ticket.5. These funds must be classified via a Cash Receipts transaction (CR) as a <u>refund of expenditure</u> for accounting period 13 12 BFY 12. If the credit applies to a CFMS contract, see agency procedures 312 and 201 in Appendix F of the CFMS User Guide. If a copy of these procedures is needed, use the following URL: http://www.doa.louisiana.gov/ois/service/publications/u_guides/cfms/apndxf.pdf.

PROCEDURE: Credit Memos (continued)

<u>Responsibility</u>	<u>Action</u>
Agency Fiscal Officer	6. Any FY12 credit memos received during the forty-five (45) day period, 7/1 through 8/14, that will be applied to a prior year invoice by 8/14/12 can be keyed in AFS on a PV in the 13th period or in CFMS as a payment type CM.
	7. All collections of prior year credit memos <u>after August 14</u> must be remitted to the State Treasurer on a Deposit Ticket and classified in AFS on a Cash Receipt transaction (CR) as <u>Income Not Available</u> . This applies to all funds that cannot be retained by the agency and carried forward into the new fiscal year.
	8. If funds can be carried forward, the agency will classify the receipt of funds into their MOF using the appropriate revenue source code (1970 - Statutory Dedications, 1971 - Federal, 1972 - Self-Generated/Ancillary, 1973 - IAT).

PROCEDURE: New State Treasurer's Seeds

The following procedure is used to set up new (first time) seeds from the State Treasurer's Office:

<u>Responsibility</u>	<u>Action</u>
Agency Fiscal Officer	1. Requests in writing to Commissioner of Administration for authorization to set up seed in the current year.
Commissioner's Office	2. Approves/Disapproves request. If approved, sends copies of approval to agency, the State Treasurer's Office, and the Office of Statewide Reporting (OSRAP). If disapproved, sends copy of disapproval to agency.
Agency Fiscal Officer	3. Forwards (Fax is acceptable) to OSRAP a copy of the approved letter noting the agency number, revenue organization, and MOF appropriation unit number into which the seed is to be placed.
OSRAP Analyst(s)	4. Prepares, enters, and approves AFS transaction J3 based on agency information contained on approval letter.
STO Analyst	5. Reviews and approves J3.
Agency Fiscal Officer	6. Reviews MOF appropriation unit to verify the input of the seed to the system. Contacts OSRAP if there are questions concerning the seed.

PROCEDURE: Return of Seed

The following procedure is used to return a seed to the State Treasurer's Office before or after the June 30, 2012 final close and before the August 14, 2012 final close.

<u>Responsibility</u>	<u>Action</u>
Agency Fiscal Officer	1. Prepares and sends memo to OSRAP stating the agency has funds available to return the seed borrowed from the State Treasurer's Office and the amount to be returned.
OSRAP Analyst	2. Prepares, enters, and approves AFS transaction J3 to return the borrowed seed money to the State Treasurer. NOTE: Cash must be available in the Means of Financing Appropriation in order to return it to the State Treasurer.
STO Analyst	3. Reviews, approves and runs the J3 in AFS.
Agency Fiscal Officer	4. Reviews the Detail Appropriation Report by Agency (2G15) or AFS table (APRS) Appropriation by Revenue Source Summary to ensure that the seed is returned for prior year. NOTE: All seeds are required to be returned by 8/14/12. The agency must obtain written authorization from the Commissioner of Administration if a seed needs to be reestablished in the current year.

PROCEDURE: Reestablishment of State Treasurer's Seeds

The following procedure is used to account for reestablished seeds after the June 30, 2012 final close and before the August 14, 2012 final close:

<u>Responsibility</u>	<u>Action</u>
Agency Fiscal Officer	1. Requests written authorization from Commissioner of Administration to reestablish the seed in current year.
Commissioner's Office	2. Approves/Disapproves request. If approved or disapproved, sends a copy of approval/disapproval to the agency, State Treasurer's Office, and OSRAP. If the seed is disapproved, then follow the process for the return of seed.
Agency Fiscal Officer	3. Sends copy of the letter of authorization to OSRAP (FAX is acceptable) noting on the approval letter: the agency number, revenue organization, and Means of Financing Appropriation Number for the seed.

PROCEDURE: Reestablishment of State Treasurer's Seeds (continued)

<u>Responsibility</u>	<u>Action</u>
OSRAP Analyst(s)	4. Prepares, enters, and approves AFS transaction J3 to reverse the prior year seed and reestablish the seed in the current year.
STO Analyst	5. Reviews, approves, and runs the J3 in AFS.
Agency Fiscal Officer	6. Reviews Means of Financing appropriation to verify the input of the seed in AFS. Contacts OSRAP if there are questions concerning the seed.

PROCEDURE: Increase in Agency's State Treasurer Seed for Next Fiscal Year

The following procedure is used to increase the agency's amount of seeds from the State Treasurer's Office for the next fiscal year after the June 30, 2012 final close and before the August 14, 2012 final close.

<u>Responsibility</u>	<u>Action</u>
Agency Fiscal Officer	1. Requests written authorization from the Commissioner of Administration to reestablish the prior year seed and to increase the seed for the current year.
Commissioner's Office	2. Approves/Disapproves requests. If approved, sends copies of approval to agency, the State Treasurer's Office and OSRAP. If disapproved, sends copy of disapproval to agency.
Agency Fiscal Officer	3. Sends a copy of the letter of authorization to OSRAP (FAX is acceptable) noting on the approved letter: the agency number, the revenue organization, and the Means of Financing appropriation number the seed is to be entered in AFS.
OSRAP Analyst(s)	4. Prepares, enters, and approves J3 in AFS.
STO Analyst	5. Reviews, approves, and runs the J3 in AFS.
Agency Fiscal Officer	6. Reviews Means of Financing appropriation to verify the input of the seed in AFS. Contacts OSRAP if there are questions concerning the seed.

PROCEDURE: Carryover of Prior Year Cash to Current Year Means of Financing Appropriation

The following procedure is used to carryover cash from a prior year Means of Financing Appropriation to a current year Means of Financing Appropriation as provided by law within the 45 day period 07/01/12 - 08/14/12.

Responsibility

Action

Agency Fiscal Officer

1. Keys Journal Voucher (J3) transaction in AFS to remove funds from a prior year Means of Financing Appropriation and to record those funds in a current year Means of Financing Appropriation before the August 14th close. (See: Example 1).
2. Sends back up documentation to OSRAP.

NOTE: To process carryovers after the August 14, 2012 final close, contact OSRAP for procedures.

Please note that the carryover of SGR or IAT Means of Financing will not be approved unless specific statute, verbiage in the Appropriation Bill or an approved BA-7 exists supporting such carryover. Copies of the approved BA-7's must be submitted to OSRAP when the J3 transaction is prepared. Specific references to authorizing statutes or the Appropriation Bill should be included in the "Remarks" column of the J3 transaction.

EXAMPLE 1: This is an example of the carryover of Federal Aid money from the prior year to the current year. YOU MUST USE YOUR AGENCY'S APPROPRIATE FUND, AGENCY, AND REVENUE ORGANIZATION.

FUNCTION:	DOCID: J3 900 J3000001556	07/20/12 02:11:38 PM
STATUS: ACCPT	BATID:	ORG:
H-	SPECIAL REVENUE VOUCHER INPUT FORM	
JV DATE: 07 21 12	REVERSAL DATE:	
ACTION: E	COMMENTS: FED C/F	
DEBIT DOC TOTAL: 7,000.00	CREDIT DOC TOTAL: 7,000.00	
CALC DEBIT TOTAL: 7,000.00	CALC CREDIT TOTAL: 7,000.00	

FUNCTION:	DOCID: J3 900 J3000001556	07/20/12 02:12:20 PM											
STATUS: ACCPT	BATID:	ORG: 001-002 OF 002											
	SUB	FUNC											
	SUB	REPT											
	ACCTG												
FUND	AGCY	ORG	ORG	APPR	UNIT	ACTV	TION	REV	REV	CATG	PRD	DEBIT	AMOUNT

FROM/TO													
FUND	JOB NO	DESCRIPTION					BFY	CREDIT AMOUNT					

01-	900	900	3001	006		T200	13	12	7,000.00				
				TO C/O	FED FUNDS	12							
02-	900	900	3001	006		T190	01	13	7,000.00				
						13							

PROCEDURE: Roll Forward of Fiscal Year 2012 Encumbered Appropriation

The following procedure is used to carry forward fiscal year 2012 encumbered appropriation budget and residual cash. These instructions relate to the carry forward of budget and cash not the rollover of the encumbrance balance. Rollover instructions are addressed in a separate OSRAP memo.

<u>Responsibility</u>	<u>Action</u>
Agency Budget Analyst	1. Prepares a BA-7, <u>Request for Change of Annual Approved Budget</u> (with proof of existing cash funds) to show an increase of appropriated funds in the current year (2013). Increases the appropriate Means of Financing Budget and the Appropriated Program Operating Expenditure Budget to show the addition of these funds. 2. Submits BA-7 for approval to the Division of Administration, Office of Planning and Budget (OPB) and the Joint Legislative Committee on Budget in accordance with deadlines established by the OPB. 3. Keys AP, EB, and RB transactions in AFS if BA-7 is approved.
Agency Accountant	4. To carry forward related FED, SGR, IAT, or Statutory Dedication Appropriation money <u>prior</u> to the 08/14/12 close: (Carryover of SGR or IAT funds will <u>not</u> be approved unless specific statute, approved BA-7 or verbiage in the Appropriation Bill exists supporting such carryover.) A. Processes a Warrant Voucher (WV) in AFS to reverse the cash from the operating cash account to the appropriate 2012 Means of Financing Appropriation(s), if the cash is in the operating account. B. Keys a Journal Voucher (J3) transaction in AFS to carry forward money from a 2012 Means of Financing Appropriation to the 2013 Means of Financing Appropriation for FED, SGR, and IAT as follows:

					<u>DR</u>	<u>CR</u>
900	900	3100	T200	13 12 12	\$	
900	900	3100	T190	01 13 13		\$

NOTE: Use your agency number and the appropriate revenue organization number.

PROCEDURE: Roll Forward of Fiscal Year 2012 Encumbered Appropriation (continued)

Responsibility

Action

Agency Accountant

C. Statutory dedications must be reversed from the agency MOF to the specific statutory dedication (SD) fund (organization under agency 148). Key a Journal Voucher (J3) transaction as follows to reverse from the MOF to SD, carry forward in SD, and transfer to FY 13 MOF, if appropriated:

					<u>DR</u>	<u>CR</u>
900	900	SD08	T180	13 12 12	\$	
SD1	148	X900	T180	13 12 12		\$
SD1	148	X900	T200	13 12 12	\$	
SD1	148	X900	T190	01 13 13		\$
SD1	148	X900	T180	01 13 13	\$	
900	900	SD08	T180	01 13 13		\$

NOTE: Use your agency number and the appropriate revenue organization number.

D. If your agency is NON-ISIS and cash remains in the agency's operating bank, prepare Return of Appropriation request by completing letter to State Treasurer (example on Page 19).

NOTE: Use your ISIS agency number and the appropriate revenue organization number.

OSRAP Analyst

5. Reviews and approves the J3.

STO Analyst

6. Reviews, approves and runs the J3 in AFS.

Agency Accountant

7. To carry forward available cash funds after the 08/14/12 close, contact OSRAP for instructions.

NOTE: Documentation must be provided to support your agency's authority to carryover cash from prior year to current year for encumbered appropriations.

PROCEDURE: Carry Forward of Cash for Retainage Payable Balances

Responsibility

Action

Agency Budget Analyst

1. Prepares a BA-7, Request for Change of Annual Approved Budget (with proof of existing cash funds) to show an increase of appropriated funds in the current year (2012). Increases the appropriate Means of Financing Budget and the Appropriated Program Operating Expenditure Budget to show the addition of these funds to the current year budget.
2. Submits BA-7 for approval to the Division of Administration, Office of Planning and Budget (OPB) and the Joint Legislative Committee on Budget in accordance with deadlines established by OPB.
3. Keys AP, EB (use object account 4898), and RB transactions in AFS if BA-7 is approved.

Agency Accountant

4. To carry forward related cash from MOF:
 - A. Processes a Warrant Voucher (WV) in AFS to reverse the cash from the operating cash account to the appropriate 2012 Means of Financing Appropriation(s), if cash is left in the operating account.
 - B. Keys a Journal Voucher (J3) transaction to AFS to carry forward money from a 2012 Means of Financing Appropriation to the 2013 Means of Financing. Faxes a copy of the BA-7 to OSRAP for back up. Entries for FED, SGR and IAT appropriations are as follows:

	<u>DR</u>	<u>CR</u>
900 900 3100 T200 13 12 12	\$	
900 900 3100 T190 01 13 13		\$

NOTE: Use your agency number and the appropriate revenue organization number.

- C. Statutory dedications must be reversed from the agency MOF to the specific statutory dedication (SD) fund (organization under agency 148). Key a Journal Voucher (J3) transaction as follows to reverse from the MOF to SD, carry forward in SD, and transfer to FY 13 MOF, if appropriated:

PROCEDURE: Carry Forward of Cash for Retainage Payable Balances (continued)

<u>Responsibility</u>	<u>Action</u>								<u>DR</u>	<u>CR</u>
Agency Accountant	900	900	3100	T180	13	12	12	\$		
	SD1	148	X900	T180	13	12	12		\$	
	SD1	148	X900	T200	13	12	12	\$		
	SD1	148	X900	T190	01	13	13		\$	
	SD1	148	X900	T180	01	13	13	\$		
	900	900	3100	T180	01	13	13		\$	

NOTE: Use your agency number and the appropriate revenue organization number. The balance must be carried forward through this process each year until the retainage balance is paid. The retainage balance must be paid from balance sheet account 6485. The agency will warrant the cash and issue a payment voucher from balance sheet account 6485 in the year that the retainage becomes payable.

- OSRAP Analyst 5. Reviews and approves the J3.
- STO Analyst 6. Reviews, approves and runs the J3 in AFS.

PROCEDURE: Revenue Transfers During the 45-day Period

The following procedure is to be used to transfer revenue between funds and cash accounts during the 13th accounting period. These procedures are used when the agency is required or allowed by legislation to transfer monies between funds. These procedures are not to be used for reclassifications of revenue and/or error corrections.

<u>Responsibility</u>	<u>Action</u>								<u>DR</u>	<u>CR</u>
Agency Fiscal Officer	1. Determines that a transfer between funds and cash accounts is needed.									
	2. Prepares a J3 transaction as follows:									
	CT1	148	1331	T110	13	12	12	\$		
	900	900	SG01	T100	13	12	12		\$	
OSRAP Analyst	3. Reviews and approves the J3.									
STO Analyst	4. Reviews, approves and runs the J3 in AFS.									

PROCEDURE: NON-ISIS Return of Surplus

The following procedure is used to return surplus funds to the State Treasurer in accordance with Louisiana Revised Statutes Title 39.

<u>Responsibility</u>	<u>Action</u>
Agency Fiscal Officer	<ol style="list-style-type: none">1. Writes a letter to State Treasurer containing the following information: See attached example.<ol style="list-style-type: none">A. A brief explanation of letter,B. Act - Originally drawn under,C. Schedule Number - Originally drawn under,D. Fiscal Year - Originally drawn under including:<ol style="list-style-type: none">i. Means of Financing Appropriation Numberii. Amount per Means of Financing,E. Total amount of check, andF. Check Number - of enclosed check.2. Sends the letter and the check for the Return of Surplus to the State Treasurer.
STO Analyst	<ol style="list-style-type: none">3. Deposits the check, and processes a DS document in AFS to record the deposit.4. Processes a cash receipt (C1) document to classify the deposit as a return of surplus to the agency's Means of Financing.

PROCEDURE: Return of Surplus (Example)

(AGENCY LETTERHEAD)

July 30, 2012

Honorable John Kennedy
Treasurer of the State
7th Floor, One American Place
Baton Rouge, Louisiana 70804

Dear Mr. Kennedy:

In accordance with Louisiana Revised Statutes Title 39 we are remitting as surplus the unencumbered cash on hand which was drawn under Act 12 of 2011, Schedule Number (Put in Agency Schedule Number) for Fiscal Year 2012.

Our check number XXXXX attached represents return of the following means of financing:

MOF	Appropriation000	General Fund	\$ 30,000.00
MOF	Appropriation002	Self-Generated	<u>1,500.25</u>

TOTAL\$ 31,500.25

Sincerely,

U.R. Approved
Fiscal Officer