



**Roland W. Burris**

Comptroller  
State of Illinois

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Springfield, Illinois 62706  
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ACCOUNTING BULLETIN NO. 21

May 10, 1979

TO: Agency Heads and Chief Fiscal  
Officers of All State Agencies

SUBJECT: Instructions for Closing Fiscal Year 1979 Expenditure  
Authority Accounts

GENERAL

The present fiscal year ends June 30, 1979. Appropriations for this fiscal year will lapse September 30, 1979. All invoices for goods or services contracted for or received prior to July 1, 1979, must be vouchered against FY1979 expenditure authority accounts (appropriated and non-appropriated).

REAPPROPRIATED ACCOUNTS

Vouchers payable from FY1979 expenditure authority accounts that are reappropriated for FY1980 must reach the Office of the Comptroller on or before Monday, June 25, 1979, in order for warrants to be issued before July 1, 1979, and charged against the FY1979 accounts. NO LAPSE PERIOD SPENDING WILL BE PERMITTED ON ACCOUNTS THAT ARE REAPPROPRIATED. The unliquidated obligations at June 30, 1979, will be carried forward to FY1980. No allotment balances (other than Capital Releases) will be automatically transferred to FY1980.

POSTAGE VOUCHERS

ALL FY1979 VOUCHERS FOR THE PURCHASE OF POSTAGE MUST BE RECEIVED BY THIS OFFICE ON OR BEFORE JUNE 28, 1979. Vouchers received after June 28, 1979, for the purchase of postage from an FY1979 expenditure authority account will be returned to the transmitting agency for re-vouchering from an FY1980 expenditure authority account.

LAPSE PERIOD - VOUCHERS

From July 1, 1979, through September 30, 1979, all vouchers and schedules must be stamped with a rubber stamp, either "FY79" or "FY80" to clearly

designate whether the voucher is to be paid from a FY1979 or FY1980 expenditure authority account. The stamp should be placed on the upper right side of each voucher and also on the upper right side of each schedule. All vouchers covering goods or services to be paid from FY1979 expenditure authority accounts during the lapse period should be stamped "Contracted for Prior to July 1" in a prominent place.

During the lapse period, continue using the same series of voucher numbers for vouchers covering FY1979 goods and services for which payment had not been vouchered as of June 30, 1979. Continue this voucher series until all vouchers which are paid from FY1979 expenditure authority accounts have been completed.

Lapse period expenditures from operational accounts are limited to those liquidating liabilities for goods and services received or contracted for prior to July 1. Lapse period expenditures from expiring capital improvement accounts are limited to those for work contracted for prior to July 1. Lapse period expenditures from grant accounts are limited to those claims for payments to grantees for outstanding liabilities as of June 30.

ON OR BEFORE SEPTEMBER 28, 1979, EVERY INVOICE THAT SHOULD BE PAID FROM AN FY1979 EXPENDITURE AUTHORITY ACCOUNT MUST HAVE BEEN VOUCHERED AND RECEIVED BY THE OFFICE OF THE COMPTROLLER.

#### LAPSE PERIOD - OBLIGATIONS

Lapse period vouchers should liquidate obligations which were outstanding (open) at June 30, 1979. Obligations established in the FY1979 expenditure authority accounts after June 30th must cover goods or services contracted for or received prior to July 1, 1979. The obligating document should be stamped "Contracted for Prior to July 1".

Outstanding obligations at June 30, 1979, may be cancelled or reduced at any time during the lapse period. This procedure should be used to eliminate the potential over-obligation of an account and to eliminate unneeded obligations. Outstanding obligations representing actual contractual liabilities may be decreased or cancelled if such notice is accompanied by a contract amendment reflecting the corresponding decrease or cancellation. Contractual liabilities may also be increased during the lapse period as long as the increase is relevant to the original contract and does not substantially alter the scope of the work. Agencies should strive to process all FY1979 obligation establishments and increases prior to July 1, thereby minimizing FY1979 lapse period obligation activity.

The monthly reconciliation of your obligation records with the Obligations Activity Report is extremely important during the remainder of FY1979. In addition, we have fiscal year-to-date microfiche which shows the cumulative history of each obligation from the date it was established through the month-end date of the microfiche. Agencies will be provided copies of this microfiche on request. Additional obligation and contract information can be found in Section 15 of the CUSAS manual.

#### LAPSE PERIOD - "LAST MINUTE" TRANSACTIONS

In order to facilitate fiscal year end voucher processing, please schedule your vouchers, and related obligation establishments, increases, reductions, cancellations, and 2% transfers, etc., so they will reach the Office of the Comptroller no later than 2:00 p.m., Tuesday, September 25, 1979. This will allow us to concentrate our efforts on the "last minute" transactions we receive during the remaining days of the lapse period. We cannot guarantee successful processing of FY1979 vouchers received after September 25, 1979 that contain, or are related to transactions that contain errors.

#### FISCAL YEAR 1980 VOUCHERS AND OBLIGATIONS

Expenditures for goods or services contracted for after June 30, 1979 must be charged against FY1980 expenditure authority accounts and cite obligations established in the FY1980 accounts. This requires preparing the applicable obligating documents and filing them with the Office of the Comptroller prior to processing the voucher for payment. All vouchers payable from FY1980 expenditure authority accounts should carry a new series of voucher numbers. Each agency should use only one series of voucher numbers for each expenditure authority account for the fiscal year.

#### FISCAL YEAR 1980 NON-APPROPRIATED ACCOUNTS

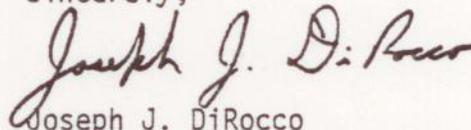
On July 1, 1979, we will automatically renew non-appropriated accounts of a continuing nature, e.g. the Toll Highway Authority and retirement systems accounts, and those accounts for programs which extend beyond June 30, 1979. We will inform each agency as to which of its non-appropriated accounts will be available for FY1980. Other FY1980 non-appropriated accounts will be established only by application and justification by the agency.

If you have any questions concerning these instructions and guidelines, please call me at 782-3426. Questions concerning specific details within the various functional areas of this office may be directed to the following persons:

May 10, 1979

<u>Name</u>	<u>Responsibility</u>	<u>Telephone Extension</u>
Joe Conklin	FY1980 Appropriation Account Code Assignments	2-8084
Mary Jacobs	Obligations	2-5628
Mike Paxton	Vouchers (except payroll vouchers)	2-3608
Dan Steven	Payroll Vouchers	2-4758
Sam Stiles	FY1980 Non-Appropriated Expenditure Authority Accounts	2-2052
Betty Phillips	Accounting (2% transfers, error corrections, allotments, etc.)	2-7633

Sincerely,

Joseph J. DiRocco  
Manager, Accounting Operations

JJD:kb

ATTACHMENT

FISCAL YEAR 1980 REAPPROPRIATED ACCOUNTS - SPECIAL PROCEDURES

1. June 30, 1979, outstanding obligations which are obligated under FY1979 expenditure authority accounts will be "rolled over" as of July 1st (or when the appropriation bill is signed) to the FY1980 reappropriated expenditure authority accounts in accordance with items (6), (7), (8) and (9) below. In these instances, the agencies will not have to establish the obligations in the FY1980 accounts. It will be done automatically by the Office of the Comptroller.
2. Obligations which are "rolled over" to the FY1980 expenditure authority accounts may be amended at any time. If a positive amendment to an obligation is submitted which in the aggregate (initial amount established plus the total of all positive amendments) exceeds the contract amount, the positive amendment will not be accepted until the contract amendment is also filed.
3. Obligations which are "rolled over" will have the same obligation number under the FY1980 expenditure authority account as they had under the FY1979 account.
4. Obligations which are "rolled over" will appear in the Obligations Activity Report and the Appropriation Ledger as establishments generally during the month of August in the FY1980 expenditure authority account.
5. If an obligation is automatically "rolled over" and the agency decides the obligation is not needed or would prefer it be assigned another number, the "rolled over" obligation will have to be cancelled by the agency and reestablished under another obligation number if applicable. If the agency does change obligation numbers, then the number on the contract which was filed with the Comptroller must also be changed. To do this, please type the following in the description area of the obligating document "Contract was formerly obligated and filed under account number xxx-xxxx-xxxx-xx-xx. Obligation number was xxxxxxxxxx". The Office of the Comptroller will change the contract number on the hard-copy contract.
6. Obligations established under the current FY1979 accounts which are reappropriated from one account to one account will be "rolled over" automatically if the reappropriated amount is equal to or greater than the outstanding obligations in the FY1979 account at June 30, 1979.
7. Obligations established under the current FY1979 accounts which are reappropriated from more than one account to one account will be "rolled over" automatically to the new account if the reappropriated account is equal to or greater than the combined outstanding obligations in the FY1979 accounts at June 30, 1979.

8. Obligations established under the current fiscal year accounts which are reappropriated from one account to more than one account will NOT be rolled over. The agency will have to establish the obligations under the applicable expenditure authority accounts.
9. Under no circumstances will obligations be "rolled over" if the reappropriated amount is less than the total outstanding obligations at June 30th in the account(s) being reappropriated. By reconciling your obligation records early in June with the May 31, 1979, Obligation Activity Report, corrections (if any) can be made in June to avert this potential problem.