



State of Illinois
COMPTROLLER
Loleta A. Didrickson

ACCOUNTING BULLETIN

TO: Fiscal Officers of All State Agencies
FROM: Steven L. Valasek, Director of State Accounting
DATE: March 31, 1997
SUBJECT: Pre-Filing of FY98 Contracts
NUMBER: 73

FY98 PRE-FILED CONTRACTS

In order to expedite the processing of FY98 payments and to avoid any unnecessary delays, agencies are encouraged to pre-file FY98 contracts with the Office of the Comptroller. Contracts executed prior to the approval of the related FY 98 appropriations may be filed with the Office of the Comptroller starting April 1, 1997. Pre-filed contracts must contain an appropriation contingency clause. Suggested language is set forth below:

"Obligations of the State will cease immediately without penalty of further payment being required if in any fiscal year the Illinois General Assembly or federal funding source fails to appropriate or otherwise make available sufficient funds for this agreement."

The contracts and the associated Contract Obligation Document form (C-23.1) should be submitted to the Pre-Audit Section.

RECONCILIATION REMINDER

The reconciliation of your obligation records with the Monthly Activity Report (320), and the Contract Report (475) is extremely important during the remainder of Fiscal Year 97. Timely reconciliation of these reports can reduce unnecessary delays in the processing of your FY97 payments.

If you have any questions concerning this bulletin, please contact Lu Irwin in the Pre-Audit Section at 782-3686.