

TO: Fiscal Officers of All State Agencies

FROM: Steven L. Valasek, Director of State Accounting

DATE: June 4, 1999

SUBJECT: Instructions for Closing FY 99 Expenditure Authority Accounts

NUMBER: 82

GENERAL

The current fiscal year ends June 30, 1999. Appropriations for this fiscal year will lapse August 31, 1999. Invoices for goods or services contracted for or received prior to July 1, 1999 must be vouchered against FY 99 expenditure authority accounts (both appropriated and non-appropriated). **The schedule of due dates that are outlined in this bulletin will be strictly enforced by this Office. If a specific time is not stated along with the date, the deadline will be 4:30 p.m.**

REAPPROPRIATED ACCOUNTS

All vouchers payable from FY 99 expenditure authority accounts that are reappropriated for FY 00 must be received in the Office of the Comptroller by **June 22, 1999**. Agencies must clearly identify these on the face of the schedule and vouchers. No lapse period spending will be permitted on accounts that are reappropriated. The unliquidated obligations at June 30, 1999 will be carried forward to FY 00. It is requested that agencies review these obligations and deobligate those which are no longer valid.

POSTAGE VOUCHERS

All vouchers payable from FY 99 expenditure authority accounts that are for the purchase of postage, must be received in the Office of the Comptroller by **June 22, 1999**. To qualify as a payment against a FY 99 appropriation, the postage must pertain to FY 99 usage.

UTILITY BILLS

Agencies should continue the past practice of allocating utility bills that cover portions of June and July. Agencies have the option of either prorating utility bills to the proper month based upon the number of days service was provided, or charging the bill to the month and appropriate fiscal year which had the majority of serviced days. Once an option is chosen, it must be continued in all subsequent fiscal years.

TELEPHONE BILLS

Telephone bills contain an advance charge for monthly service and charges for toll calls made the previous billing period. Agencies have the option of charging the entire bill according to the fiscal year the vendor's invoice date falls within, or allocating the advance charges according to billing date and the toll call charges according to actual toll call date.

Once an option is chosen, it must be continued in all subsequent fiscal years.

TRAVEL

Where travel at fiscal year end crosses into the new fiscal year, agencies have the option of charging all travel expenses incident to a specific trip to the fiscal year in which the travel began, or of allocating the expenses according to the days traveled in each fiscal year utilizing separate vouchers. Once an option is chosen, it must be continued in all subsequent years.

LAPSE PERIOD - VOUCHERS

From July 1, 1999, through August 31, 1999, all paper vouchers and schedules must be stamped or otherwise marked as either "FY 99" or "FY 00" to clearly designate the fiscal year. The fiscal year indicator should be placed on the upper right-hand corner of each voucher and schedule. All paper vouchers covering goods or services to be paid from FY 99 expenditure authority accounts during the lapse period should be stamped in a prominent place, "Contracted for Prior to July 1." All paperless vouchers covering goods or services to be paid from FY 99 expenditure authority accounts during the lapse period should be stamped on the agency tape balance report.

Lapse period expenditures are limited to those liquidating liabilities for goods and services contracted for prior to July 1, 1999.

Vouchers for services must contain beginning and ending dates of service. Vouchers for purchases must contain order date(s) and received date(s).

All vouchers payable from FY 99 expenditure authority accounts must be received in the Office of the Comptroller by **August 23, 1999**.

PROFESSIONAL AND ARTISTIC VOUCHERS

Any service which involves professional or artistic (P & A) skills, or any personal services by an employee whose compensation is subject to income tax withholding (including contractual employees) must be performed by June 30 to be charged against the FY 99 appropriation.

Any voucher for P & A or personal services submitted with a service date beyond June 30 will be ineligible for payment from FY 99 and will be returned to the agency.

LAPSE PERIOD - OBLIGATIONS

Obligations established against FY 99 expenditure authority accounts after June 30, must represent liabilities outstanding at June 30, 1999 (i.e., financial obligations for goods or services contracted for or received prior to July 1, 1999). In addition, all FY 99 CODs filed after June 30 should be stamped "Contracted for Prior to July 1".

Outstanding obligations at June 30, 1999 may be canceled or decreased during the lapse period. Outstanding obligations representing actual contractual liabilities may be decreased or canceled only 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 is accompanied by a contract amendment executed prior to July 1, increasing the contract amount.

All FY 99 purchase orders, release orders, printing orders, and increases executed by the Department of Central Management Services must be executed by that Department prior to July 1, 1999, as evidenced by the transaction date on the order document.

All obligation establishments, increases, decreases and cancellations that affect FY 99 processing, must be received in the Office of the Comptroller by **August 23, 1999**.

LAPSE PERIOD - TRANSFERS

All 2% transfers that affect FY 99 processing must be received in the Office of the Comptroller by **August 23, 1999**. All Expenditure Transfers that affect FY 99 processing must be received in the Office of the Comptroller by **August 13, 1999**.

FY 00 VOUCHERS AND OBLIGATIONS

Expenditures for goods and services contracted for after June 30, 1999 must be charged against FY 00 expenditure authority accounts and cite obligations established in the FY 00 accounts.

RECEIPTS

Receipts received prior to 12:00 p.m., June 30, 1999, will be processed as FY 99 transactions. All receipts received after that time will be processed as FY 00.

COMPTROLLER'S OFFICE CONTACT LIST

Questions concerning specific details within the various functional areas of this office may be directed to the following persons:

<u>NAME</u>	<u>RESPONSIBILITY</u>	<u>TELEPHONE</u>
Lu Irwin	Contract/Obligations	(217) 785-0009
Linda Seelbach 782-3060	Commercial Vouchers	(217)
Nancy Smith	Payroll Vouchers	(217) 782-4758
Marvin Becker 782-3426	Accounting Operations	(217)
Jim Orum	Voucher Tape Submittal Voucher Error Resolution	(217) 782-3608
Jeannie Mays	Electronic Commerce	(217) 782-9969