



STATE OF ILLINOIS  
COMPTROLLER  
SUSANA A. MENDOZA

# ACCOUNTING BULLETIN

---

TO: Fiscal Officers of All State Agencies

FROM: Ellen Andres, Assistant Comptroller - Operations

DATE: June 11, 2019

SUBJECT: Instructions for Closing FY19 Expenditure Authority Accounts

NUMBER: 226

## GENERAL

Fiscal year 2019 ends on June 30, and the lapse period will end October 31, 2019. Invoices for goods or services contracted or received prior to July 1, 2019 must be vouchered against FY19 expenditure authority accounts (both appropriated and non-appropriated). **In order to meet requirements in statutes and administrative rules, the schedule of due dates outlined in this bulletin will be strictly enforced. If a specific time is not stated along with the date, the deadline is 4:30 p.m.**

## REAPPROPRIATED ACCOUNTS

All vouchers payable from FY19 expenditure authority accounts that are reappropriated for FY20 must be received in the Office of Comptroller (IOC) by **June 18, 2019**. Agencies must clearly identify these on the face of the schedule and vouchers. Lapse period spending is not allowed on accounts that are reappropriated. **The unliquidated portion of obligations for multi-year contracts against reappropriated accounts will be deobligated by the IOC as of June 30, 2019. Agencies should coordinate the re-establishment of these obligations in FY20 with the Obligations Unit.**

## POSTAGE VOUCHERS

All vouchers payable from FY19 expenditure authority accounts for the purchase of postage must be received by the IOC on or before June 20, 2019. To qualify as a payment against a FY19 appropriation, the postage must pertain to FY19 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 service 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 during 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

When travel at fiscal yearend crosses into the new fiscal year, agencies have the option of charging all travel expenses related to a specific trip to the fiscal year in which the travel began or allocating the expenses according to the days traveled in each fiscal year utilizing separate vouchers. If the first option is chosen, the entire trip should be submitted on one voucher. Once an option is chosen, it must be continued in all subsequent fiscal years.

### LAPSE PERIOD – VOUCHERS

From July 1, 2019 through October 31, 2019 all paper vouchers must be stamped or otherwise marked as either "FY19" or "FY20" in the upper right-hand corner to clearly designate the fiscal year. During lapse period, all paper vouchers for goods or services to be paid from FY19 appropriations should be stamped: "Contracted for Prior to July 1." For paperless vouchers, "FY19" or "FY20" should be placed on the agency file balance report. Also, paperless vouchers must include the statement "Contracted for Prior to July 1" on the agency file balance report. **ALL TRANSACTIONS SUBMITTED ON A FILE MUST BE FROM THE SAME FISCAL YEAR.**

Lapse period expenditures are limited to those liquidating liabilities for goods and services contracted prior to July 1, 2019.

All vouchers must contain beginning and ending dates of service. Vouchers citing a contract must contain beginning and ending dates of service that are within the terms of the contract.

All vouchers must contain a Proper Billing Date, if applicable.

All vouchers payable from FY19 expenditure authority accounts must be received in the IOC by **October 23, 2019.**

## PROFESSIONAL OR ARTISTIC VOUCHERS

Any service which involves professional or artistic 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, 2019 to be charged against the FY19 appropriation. If a voucher for professional or artistic skills or personal services is submitted with a service date beyond June 30, 2019, it is ineligible for payment from FY19 and will be returned to the agency.

## LAPSE PERIOD – OBLIGATIONS

The reconciliation of agency obligation records is extremely important through the closing of this fiscal year. Timely reconciliation of records can ensure timely processing of agency payments.

From July 1, 2019 through October 31, 2019 all contract related documents must be stamped or otherwise marked as either “FY19” or “FY20” to clearly designate the fiscal year. The fiscal year should be placed on the upper right-hand corner of the document.

Obligations established against FY19 expenditure authority accounts after June 30, 2019 must represent liabilities outstanding at June 30, 2019 (i.e., financial obligations for goods or services contracted for or received prior to July 1, 2019). In addition, all FY19 Contract Obligation Documents filed after June 30, 2019 should be stamped “Contracted for Prior to July 1.”

Outstanding obligations at June 30, 2019 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, 2019 increasing the contract amount.

If an amendment to increase an FY19 contract is not fully executed prior to July 1, 2019, an Intent Affidavit is required pursuant to SAMS Procedure 15.20.85. The affidavit must state that the agreement or amendment was agreed to on or before June 30, 2019 and explain why it was not executed on or before June 30, 2019. An Intent Affidavit is required from the party (vendor and/or agency) who failed to sign the agreement or amendment before the fiscal year ended. If both the vendor and agency signed after June 30, 2019, affidavits must be submitted by both the vendor and agency.

All FY19 obligation establishments, increases, decreases, and cancellations must be received in the IOC by **October 17, 2019**.

## LAPSE PERIOD – TRANSFERS AND CORRECTION REQUESTS

All Appropriation Transfers, Expenditure Transfers, and Object Correction Requests that affect FY19 processing must be received in the IOC by October 23, 2019.

## FY20 VOUCHERS AND OBLIGATIONS

Expenditures for goods and services contracted after June 30, 2019 must be charged against FY20 expenditure authority accounts and cite obligations established in the FY20 accounts. ALL TRANSACTIONS SUBMITTED ON A FILE MUST BE FROM THE SAME FISCAL YEAR.

## RECEIPTS AND REFUNDS

Receipts received prior to 11:00 a.m., June 30, 2019, will be processed as FY19 transactions. All receipts received after that time will be processed as FY20. All refunds that affect FY19 processing must be received in the IOC by October 23, 2019.

## COMPTROLLER'S OFFICE CONTACT LIST

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

NAME	RESPONSIBILITY	TELEPHONE
Karla Grigsby	Manager, Voucher Control Commercial Vouchers Contract/Obligations	(217)782-3608
Heather Kelly	Commercial Vouchers/ Error Resolution Voucher File Submittal Vendor File	(217)557-3376  (217)785-4449
Sally Gosda	Contract/Obligations	(217)782-3686
Bill English	Expenditure Transfers, 2% Transfers, Receipts, Refunds	(217)782-8290
Richard Damron	Adjustments	(217)785-1128

Agencies may access this and other Accounting, Payroll and SAMS Bulletins on the IOC website at <http://illinoiscomptroller.gov/agencies>.