



STATE OF ILLINOIS
COMPTROLLER
SUSANA A. MENDOZA

ACCOUNTING BULLETIN

TO: Fiscal Officers of All State Agencies

FROM: Marvin Becker, Assistant Comptroller - Operations

DATE: April 16, 2018

SUBJECT: Pre-Filing of FY2019 Contracts/Grants

NUMBER: 215

The Office of the Comptroller (IOC) will begin accepting the pre-filing of FY2019 contracts/grants on May 1, 2018. Agencies with contracts/grants that must be filed prior to May 1, 2018 to comply with the 30-day filing rule should send them to the IOC, Attn: Obligations Unit, 325 West Adams, Springfield, IL 62704. All FY2019 contracts/grants that are received prior to July 1, 2018 will receive priority processing once the FY2019 budget has been established in SAMS.

REMINDER: An FY2019 transaction in HELD status on SUSF has been pre-audited and is ready to be accepted when the appropriations for FY2019 are available. Do not open or alter FY2019 transactions in HELD status. Contact your agency's assigned Accounting Specialist if modifications are needed or you have a question about a transaction in HELD.

All FY2018 and FY2019 contracts/grants and the associated Contract Obligation Document forms (C-23) must be stamped or otherwise marked as "FY18" or "FY19" in the upper right-hand corner of the document beginning May 1, 2018 through August 31, 2018.

Unique Contract/Grant Numbers – Agencies must use a unique number for every contract/grant established with the IOC. In the case of a multiple year contract/grant, the agency must use the same number for the entire life of the contract/grant.

Contract Transparency Document Form C-24 (CTD) – CTDs are required to be filed for new P&A contracts exceeding \$250,000 in a fiscal year or modifications to a P&A contract that causes the fiscal year amount to exceed \$250,000. If a CTD was filed for a multi-year contract during FY2018, a CTD for FY2019 is not required. See Accounting Bulletin 211 on the Comptroller's website for additional information and instructions.

File Only Contracts – All contract liabilities subject to the filing requirements of the Illinois Procurement Code (30 ILCS 500) must be filed with the IOC. These requirements are not limited to contract liabilities incurred against State appropriations. State agencies must file all contract liabilities including, but not limited to, contract liabilities incurred against locally held and imprest funds. This also applies to the filing of all modifications to any contract, whether the modification is of a fiscal or a non-fiscal nature. Agencies must use a unique number for every File Only contract established with the IOC.

If you have any questions concerning this Accounting Bulletin, please contact Sally Gosda, Obligations Unit Supervisor, at (217) 782-3686. Agencies may access this and other Accounting, Payroll and SAMS Bulletins on the Comptroller's website at <http://illinoiscomptroller.gov/agencies/accounting-bulletins/>.