



STATE OF ILLINOIS

**OFFICE OF THE COMPTROLLER**

GEORGE W. LINDBERG

June 18, 1973

PAYROLL BULLETIN  
(8-73)

TO: All State Agencies and Departments  
Attention: Payroll Clerks

SUBJECT: State Contribution to Retirement System

The Office of the Comptroller has received a large number of vouchers requesting payment to the State Contribution to Retirement System with insufficient funds to cover the vouchered amount. Many agencies have exhausted or will exhaust their appropriation for their 294 account prior to the end of Fiscal Year 1973. In order to prevent possible payroll delays the following procedures should be followed.

Agencies submitting prelisted vouchers are requested to check their balance in the 294 account prior to vouchering payment for the account. If it is determined that there are insufficient funds to make a complete payment, a partial payment of the existing balance in the account should be made. Any subsequent vouchers for FY 73 should not contain payment for the State Contribution to Retirement System unless a transfer of funds in to that account has been effected. At that time you may voucher current amounts due as well as back amounts due.

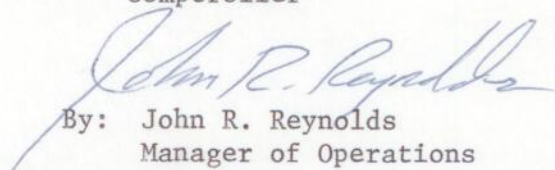
Agencies submitting payrolls on tape should determine the balance of the 294 account. If it is determined that there are insufficient funds to make a whole payment it is requested that a partial payment be made as outlined above. In the event such procedure is not feasible we recommend that the tape agency submit a commercial voucher for the unexpended balance in the 294 account. This commercial voucher must be processed prior to June 30, 1973.

If the question arises as to the available balance in the appropriation, please contact Irene Russo at 2315.

Your cooperation in following the above guidelines will be appreciated.

Very truly yours,

George W. Lindberg  
Comptroller

  
By: John R. Reynolds  
Manager of Operations

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