



State of Illinois

COMPTROLLER

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ACCOUNTING BULLETIN

To: Fiscal Officers of All State Agencies
Date: August 29, 1995
Subject: Monthly Contract/Obligation Reports
Number: 68

The Office of the Comptroller provides monthly computer reports detailing each agency's obligation transactions. These reports provide information necessary for each agency to verify data entered and to reconcile agency balances with CUSAS.

Due to rising paper and postage costs, we have evaluated the usefulness of these reports and found that the same information is provided many times during the fiscal year. To eliminate the distribution of duplicate information and save on paper and postage costs, changes will be made in the reports provided.

Currently, agencies receive a monthly Obligation Activity Report, a year-to-date Obligation Activity Report, and an Agency Contract Report each month. Agencies will continue to receive the monthly Obligation Activity Report each month; however, beginning September 1, 1995, the year-to-date Obligation Activity Report will be provided only at the end of the lapse period. Beginning October 1, 1995, a new monthly report, the Contract Activity Report, will replace the Agency Contract Report. The Contract Activity Report will be in the same format as the current Agency Contract Report, but will contain only contracts that were filed, amended, or canceled during the report month. The Agency Contract Report will be available upon request.

It is the responsibility of each agency to compare the information contained on these reports to their own internal records each month. If reconciling items are identified, CUSAS Procedure 15.30.30 should be followed to report the discrepancies to the Comptroller's Office.

If you have any questions concerning the above, please contact Joe DiRocco, Manager of the Contract/Voucher Division, at (217) 782-3608.

This bulletin and other information are available electronically from the Comptroller Bulletin Board System at (217) 785-7678.

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