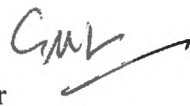




THE HONORABLE CURTIS M. LOFTIS, JR.

State Treasurer

MEMORANDUM

TO: Agency Finance Directors 
FROM: Curtis M. Loftis, Jr.; State Treasurer
DATE: March 20, 2015
SUBJECT: Fiscal Year End Requirements for Deposits

Listed below are instructions for SCEIS Live Agencies in order to accomplish both the year-end closing of the State's books and the opening of new records and related procedures. We appreciate your usual cooperation in adhering to the following instructions:

1. Deposits for Period 12 (FY2015) and Period 01 (FY2016), must be deposited on separate deposit slips and entered as separate transactions in SCEIS.
2. All deposit documents for revenue deposited by the agency on or before June 30, 2015, should be submitted as a Period 12 FY2015 transaction. These documents must be received in the State Treasurer's Office workflow inbox no later than 10:30 a.m. on July 8, 2015. See Section 6 for entry instructions.
3. It may be necessary to record deposit documents as a Fiscal Year 2015-2016 transaction if revenue which has been deposited to the bank by June 30, 2015 has not been received in the State Treasurer's Office workflow inbox by 10:30 a.m. on July 8th, 2015. Agencies are to determine the appropriate posting period as 12 for Fiscal Year 2015 or 01 for Fiscal Year 2016.

Agencies are reminded that the year-end cutoff for Fiscal Year 2014-2015 revenue is subject to audit and the agency must maintain documentation to support the cutoff.

4. Use Period 12 until July 14th for funds deposited in July 2015 for Refund of Expenditure or Refund of Travel for Fiscal Year 2014-2015. These deposit documents must be received in the State Treasurer's Office workflow inbox no later than 10:30 a.m. on July 14, 2015.
5. EFFECTIVE JULY 1, 2015, PLEASE IDENTIFY ALL FISCAL YEAR 2015-2016 (revenue received after June 30, 2015) DEPOSITS AS PERIOD 01.

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6. For the month of July, it is imperative that each agency identify the appropriate period for each deposit as follows:
 - a. If the deposit is for revenue recorded on or before June 30, 2015, the "Posting Date" on the header record must be June 30, 2015 to record the deposit as a Fiscal Year 2015 revenue,
 - b. If the deposit is for revenue recorded on or after July 1, 2015, the "Posting Date" on the header record should be the default or current date,
 - c. Please be reminded that in all cases that the entry must always be the actual date of the bank validation on the deposit slip in the field entitled "Document Date" on the header record,.
7. Any questions arising relative to the above requirements should be directed to Katrina Baker or Audrey Wright of the State Treasurer's Office at 734-2101.
8. Please contact any staff member in the Treasury Management Division if you have any questions about processing a STARS deposit.