DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF ACCOUNTING
MEMORANDUM

TO: Chief Fiscal Officers

FROM: Andy Babbitt, MBA, CPA, CFE *(signature)*

DATE: May 10, 2023

SUBJECT: Important Fiscal Year-End Information

In an effort to expedite the final year end reimbursements from general revenue, please submit multiple requests for reimbursements during the month of June 2023. This will provide for a more even work flow and allow adequate time to correct any errors that could result in reimbursement requests not being processed prior to fiscal year end. The last day to submit FY2023 expense reimbursements through the interface for **guaranteed** processing is Friday, June 23, 2023.

Please be reminded that the distribution of all general revenue funding for Category A was made at the end of April. The distribution of Category B funds will be completed at the end of May. About the 15th of June, you should review your commitment items, other than salaries and matching, and process as much of these items as possible. Please request reimbursements from special funds such as critical maintenance as early in June as possible.

The only funds remaining to be distributed are the Educational Excellence Trust Fund and the Work Force 2000 Development Fund. These will be made at the end of May and the end of June.

Expenses that support reimbursement requests must be completely processed through the system to be considered. One of the most common errors involves the posting base line date. This is easily avoided by checking to make sure this date is set on or before the date the file is submitted. In the event errors are not corrected prior to fiscal year end, reimbursement requests submitted for FY2023 **will not** be processed in FY2024 against new year funding and appropriation. **PLEASE** be mindful of this when submitting expense files at the beginning of the next fiscal year. **You SHOULD NOT include any expenses on those files that were incurred PRIOR to 6/30/2023.**

As in the past, please submit a completed reimbursement without amounts for final distribution. You will need to include the general ledger codes for which you wish to receive reimbursement and have available budget and fund balances. Use general ledger codes with the largest amount of expenditures, especially for any M&O requests.

Every effort will be made to process your reimbursement requests as quickly as possible. By verifying the accuracy of your final interface files and available remaining budget, you can greatly reduce the errors that could result in reimbursements not processing prior to yearend.

Starting on Thursday, June 15th, DFA-OA Reconciliation and General Ledger Section will send email notifications to all colleges and universities that have open BDC sessions with unresolved errors.

DFA staff will continue to work with colleges and universities to resolve all known file errors through the end of June. Any college or university files with unresolved errors remaining on June 30 will be deleted after the final payment run that night.

If you have any questions, please contact:

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