



North Carolina Department of Health and Human Services
Office of the Controller

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June 3, 2011

MEMORANDUM #2011-13

TO: Division/Institution Budget Officers

FROM: Laketha M. Miller

Laketha M. Miller

Jim Slate, Director

Division of Budget and Analysis

Jim Slate

SUBJECT: Fiscal Year 2011 Year-End Closeout Process

As the current fiscal year end is rapidly approaching, it is necessary to give special attention to certain year end procedures. It is critical that the Budget Officers (both Division and Institution) work together to ensure that all aspects of the Year-End closeout process are addressed.

To assist in this process, our offices have developed a list of tasks relating to year end closeout and preparation of the Comprehensive Annual Financial Report (CAFR) that need division/institution involvement and support. In addition to the list of selected tasks below, there is a task list attached to this memorandum containing associated due dates and responsibilities. Cooperation is necessary to ensure that all DHHS divisions have certified year end reports by July 15, 2011, as required by the Office of the State Controller and the Office of State Budget and Management.

Selected Year End Tasks

- Travel Advances must be repaid no later than **June 20, 2011**.
- Petty/Imprest Cash accounts must be reimbursed, deposited with the local State Treasurer's depository, and closed out as of **June 30, 2011**. Letters requesting establishment or re-establishment of petty/imprest cash funds for **July 1, 2011** should be sent to the Controller's Office no later than **June 10, 2011**. The letter should also include justification to maintain or continue the funds at another level. Checks to establish the petty/imprest cash funds will be issued as soon as July allotments are approved and posted.

- Information regarding deposits made at outside banks on **Thursday, June 30** must be forwarded to and received in the Controller's Office, Accounts Receivable Section, no later than **July 1, 2011**.
- Capital Improvement Budget Reports (BD725) must be filed no later than **June 20, 2011**. In order to meet this deadline, invoices for CI projects must be in the Controller's Office no later than **June 10, 2011 by 11:00am**. Allotment revisions for CI projects that are prepared by agencies outside the Controller's Office (such as the Division of Property and Construction) must be received by OSBM no later than **June 3, 2011**. It is imperative that copies of these allotment revisions be forwarded immediately to the Controller's Office. Requisitions for cash from CI Budget Codes must be entered into CMCS no later than **10:30am on June 9, 2011**.
- Anticipated cash carry forward amounts are to be provided to the Division of Budget and Analysis no later than **June 10, 2011**. Pending approval by OSBM, the BD 606s to support the anticipated carry forward are to be submitted to OSBM no later than **June 15, 2011**. Cash carry forwards, as approved by OSBM, must be requested by **June 15, 2011**. You will need to communicate with your contact person in the Controller's Office to ensure that cash is available to cover your anticipated carry forwards. It will be the Budget Officers' responsibility to notify the Controller's Office when the BD 606 has been approved so that the carry forward check can be written.
- All current year invoices to be paid from current year funds must be received by the Controller's Office no later than **June 17, 2011 by 2:00 pm**. Payment of invoices is contingent upon the availability of cash.

CAFR Worksheets to Be Returned

- Inventories of supplies, postage, etc. must be taken as of the close of business **June 30, 2011**. Completed inventory worksheets are due to the Controller's Office by the end of the day, **July 15, 2011**. Copies of the worksheets and instructions are attached. Please note that there are two worksheets, one for the inventory and one that summarizes each account.
- Each Division is required to disclose all potential liabilities that could arise from any pending major management decisions or potential adverse litigation results or any other factors that could substantially impact the financial position of the Division. Only items in excess of \$20 million should be reported. The attached Contingent Liabilities worksheet must be completed by including a brief description of the reason for the contingency, disclosing the principals involved and the estimated impact upon the Division from a financial point of view. This worksheet is due to the Controller's Office no later than **July 22, 2011**.

Instructions to DHHS Divisions/Offices

The General Accounting and Financial Management Section of the Controller's Office is organized into four Branches. Please direct your questions to the Branch Head responsible for your Division as follows:

Deborah B. Atkinson (Team A)

Phone: (919) 715-8985 Email: Deborah.B.Atkinson@dhhs.nc.gov

- Division of Medical Assistance
- Division of Social Services
- Child Support Enforcement Accounting
- Divisions of Services for the Blind and Deaf & Hard of Hearing

Deborah Barnes (Team B)

Phone: (919) 715-8917 Email: Deborah.Barnes@dhhs.nc.gov

- Division of Health Service Regulation
- Division of Child Development
- DVR Disability Determination Services
- Division of Aging and Adult Services

Margie Whitfield (Team C)

Phone: (919) 715-9058 Email: Margie.Whitfield@dhhs.nc.gov

- DHHS Central Administration (Office of the Secretary)
- Division of Vocational Rehabilitation Services
- Division of Public Health
- DMH/DD/SAS

Debra Neal (Team D)

Phone: (919) 715-9048 Email: Debra.Neal@dhhs.nc.gov

- DMH/DD/SAS Institutions

Attachments

cc: Executive Committee
Division Directors
Controller's Office Section Chiefs
DHHS Budget Analysts
Terry Hatcher
GA/FM Branch Heads
Program Benefits Branch Heads
Fiscal Officers, Controller's Field Offices