



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

Pat McCrory
Governor

Aldona Z. Wos, M.D.
Ambassador (Ret.)
Secretary DHHS

Laketha M. Miller
Controller

MEMORANDUM #2013-12

To: Division/Institution Budget Officers

From: Laketha M. Miller *Laketha M. Miller*
Jim Slate, Director *Jim Slate*
Division of Budget and Analysis

Date: May 24, 2013

Re: Fiscal Year 2013 Year-End Closeout Process

As the current fiscal year end is rapidly approaching, we must 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. We need your cooperation to ensure that all DHHS divisions have certified year end reports by **Monday, July 15, 2013**, 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 **Monday, June 17, 2013**.
- Requests for transfers of cash and other transactions between divisions must be submitted to the Controller's Office no later than **Monday, July 8, 2013**. After that date those requests will need to be approved by DHHS Budget & Analysis.
- Petty/Imprest cash accounts must be reimbursed, deposited with the local State Treasurer's depository, and closed out as of **Monday, June 24, 2013 (except for MH facilities and Vital Records)**.
- Letters requesting establishment or re-establishment of petty/imprest cash funds for **SFY 13-14** should be sent to the Controller's Office no later than **Friday, June 7, 2013**. The letter should include justification to maintain the funds at the requested level. Checks to establish the petty/imprest cash funds will be issued as soon as July allotments are approved and posted.

www.ncdhhs.gov • www.ncdhhs.gov/control
Tel 919-855-3700 • Fax 919-733-2604

Location: Spruill Annex, 1050 Umstead Drive • Raleigh, NC 27603
Mailing Address: 2019 Mail Service Center • Raleigh, NC 27699-2019
An Equal Opportunity / Affirmative Action Employer



- Information regarding deposits made at outside banks on **Friday, June 28, 2013** must be forwarded to and received in the Controller's Office, Accounts Receivable Section, no later than **Monday, July 1, 2013**.
- Capital Improvement Budget Reports (BD725) must be filed no later than **Friday, June 21, 2013**. In order to meet this deadline, invoices for CI projects must be in the Controller's Office no later than **Wednesday, June 5, 2013 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 **Monday, June 3, 2013**. 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 Thursday, June 6, 2013**.
- Anticipated cash carry forward amounts are to be provided to the Division of Budget and Analysis no later than **Friday, June 10, 2013**. Pending approval by OSBM, the BD 606s to support the anticipated carry forward are to be submitted to OSBM no later than **Monday, June 17, 2013**. Cash carry forwards, as approved by OSBM, must be requested by **Tuesday, June 11, 2013**. Note that last fiscal year these dates were the same. 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 **Monday, June 17, 2013 by 2:00 pm**. **Payment of invoices is contingent upon the availability of cash. Wednesday, June 26, 2013 will be the last day for system checks to be entered into NCAS.**

CAFR Worksheets

We need certain information from DHHS divisions and institutions in order to complete required disclosures to the Office of the State Controller for the statewide Comprehensive Annual Financial Report (CAFR). The worksheets for reporting this information may be downloaded on our web site at the following web address. Please submit all worksheets in electronic format to Mary Ngwodom at the email address listed at the end of this memo, with a copy to the appropriate Branch Head for your division/institution.

<http://www.ncdhhs.gov/control/index.htm>

CAFR Operating Indicators **Due Friday, July 12, 2013**

This worksheet should be completed by the divisions listed below.

- Medical Assistance (DMA)
- Social Services (DSS)
- State Operated Healthcare Facilities (DSOHF)
- Child Development (DCD)
- Public Health (DPH)

• Inventories **Due Friday, July 12, 2013**

- Inventories of supplies, postage, etc. must be taken as of the close of business **Friday, June 28, 2013**. Please note that there are two worksheets, one for the inventory and one that summarizes each account.

• Contingent Liabilities **Due Friday, July 19, 2013**

- Each division/institution must disclose all **potential liabilities** that could arise from any pending major management decisions, potential adverse litigation outcomes, or any other factors that could substantially impact the financial position of the division/institution. Only items in excess of \$20

million should be reported. The worksheet should include a brief description of the reason for the contingency, disclosing the principals involved and the estimated impact upon the division/institution from a financial point of view. Submit this worksheet even if there are no **potential liabilities** to be disclosed (indicate on the worksheet).

Instructions to DHHS Divisions/Institutions

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) 527-6029 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) 527-6031 Email: Deborah.Barnes@dhhs.nc.gov
Division of Health Service Regulation
Division of Child Development and Early Education
DVR Disability Determination Services
Division of Aging and Adult Services

Margie Whitfield (Team C)

Phone: (919) 527-6061 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

Lori Mosteller (Team D)

Phone: (828) 433-2297 Email: Lori.Mosteller@dhhs.nc.gov
DMH/DD/SAS Institutions

Mary Ngwadom

Email: Mary.Ngwadom@dhhs.nc.gov
CAFR worksheet submission (copy appropriate Branch Head listed above)

LMM/JS/mn

Attachments

cc: Executive Committee
Division Directors
Jack W. Chappell
Larry Huffman
Curtis Crouch
DHHS Budget Analysts
Peter Veit
GA/FM Branch Heads
Program Benefits Branch Heads
Fiscal Officers, Controller's Field Offices

DHHS
Year End Task List - External
6/30/2013

Due Date	Task	Divisions & Institutions	Budget & Analysis	Property & Constr	Counties
6/5/13	Invoices for CI projects must be in the DHHS Controller's Office by 11:00am.	X		X	
6/6/13	Requisitions for cash from CI budget codes must be entered into CMCS no later than 10:30am.	X		X	
6/7/13	Process cash transfers for CI reversions	X		X	
6/10/13	Carryforward requests due to DHHS Budget & Analysis.	X	X		
6/10/13	Final requests from Counties for reclassifications between funding				X
6/17/13	Counties must upload successfully to the Social Services 1571				X
	Reimbursement System				
6/17/13	Deadline for transfer of funds for sale of surplus property.	X			
6/17/13	All invoices (excluding CIs) to be paid from the current year are due to the Controller's Office. After this date invoices must be approved by Laketha Miller or Jim Slate in order to be paid.	X			
6/17/13	Travel advances must be repaid.	X			
6/19/13	County Admin runs initial preliminary report. Social Services Budget reviews for Indian allocations.	X			
6/20/13	Social Services Budget completes Indian allocations	X			
6/24/13	Analysis of budgeted revenues to earned revenues.	X			
6/24/13	Review clearing accounts, advances, dedicated receipts.	X	X		
6/24/13	Petty cash balances must be returned to Accounts Receivable.	X			X
6/24/13	July allotment requests due to DHHS Budget & Analysis.	X	X		
6/25/13	Review BCQ for pending entries.	X			
6/25/13	Review for unformatted BD606s.	X	X		
6/27/13	Payroll requisitions post to NCAS.	X			
7/1/13	NCAS and Information Expert (IE) are unavailable.	X	X		
7/2/13	County Admin runs preliminary run after reclassifications completed. Social Services staff may begin reviewing for final	X			

DHHS
Year End Task List - External
6/30/2013

Due Date	Task	Divisions & Institutions	Budget & Analysis	Property & Constr	Counties
7/2/13	Summary of Assistance reports available for Social Services Budget review.	X			
7/3/13	Review receipt supported expenditures and receipts for significant variances.	X			
7/8/13	Requests for transfers of cash and reclassifications/entries that affect cash due to the Controller's Office. After this date these requests must be approved by Laketha Miller or Jim Slate.	X	X		
7/9/13	TANF/MOE reallocations received from Social Services.	X			
7/12/13	Inventory (supplies, postage, etc) worksheets due to DHHS Controller's Office.	X	X	X	
7/19/13	Contingent liabilities worksheet due to DHHS Controller's Office.	X			