



# **FY 2009 YEAR END CLOSING INSTRUCTIONS**

**Issued by Financial Operations  
4/30/09  
Revised 7/10/2009**

# Contents

<b>Overview</b>	<b>4</b>
<b>General Guidelines</b>	<b>6</b>
System Availability	6
Month End Closing Instructions	6
Requirements and Deadlines	6
<b>Time Line</b>	<b>7</b>
<b>FY 2009 Closing Instructions</b>	<b>11</b>
FY 2009 Spending Authority	11
FY 2009 ACTUALS Ledger Transactions	11
FY 2009 TSF Journals	12
FY 2009 Requisitions	12
FY 2009 Purchase Orders and PO Vouchers	12
FY 2009 PO Rollover	14
FY 2009 Capital and Expensed Assets	14
Last Payroll of FY 2009	16
FY 2009 Federal Draws	17
FY 2009 Cash Receipts	17
FY 2009 Reconciliation of Accounting Systems Maintained Outside of VISION To VISION	17
FY 2009 Petty Cash Verification Forms	17
FY 2009 Cash Balance in Special Funds and Federal Funds	18
FY 2009 Cash Balance in Agency Funds	18
FY 2009 Receivables	18
FY 2009 Leases	20
FY 2009 Contract Commitments	20
FY 2009 Retainage Payable	22
FY 2009 Proprietary and Fiduciary Funds' Financial Statements	22

FY 2009 Schedule of Expenditure of Federal Awards (SEFA)	24
<b>FY 2010 Instructions</b>	<b>26</b>
FY 2010 Organizational Budget and Chartfield Structure	26
FY 2010 Payroll Defaults	26
FY 2010 Approval Security Forms	26
FY 2010 Appropriations	27
FY 2010 Requests For Demand Driven Spending Authority	27
FY 2010 Carry Forward From FY 2009	27
FY 2010 Transactions	27
FY 2010 Prior Year Payables	28

# Overview

These closing instructions have been prepared by the Financial Operations Division of the Department of Finance and Management and were developed to aid departments and Financial Operations in facilitating a timely year end close.

The purpose of this overview is to help everyone understand the different layers of accounting that must be merged together in order to produce a set of Financial Statements that are in accordance with generally accepted accounting principles as prescribed by the Government Accounting Standards Board. We hope you find this overview helpful in better understanding this process. If you would like to give us feedback on this document, please forward it to [ruthellen.doyon@state.vt.us](mailto:ruthellen.doyon@state.vt.us) .

**What is VISION?** VISION is the State's integrated accounting information system. It captures all revenue and expenditure transactions. VISION also tracks spending authority so that departments stay within their authorized appropriations. VISION was implemented with the Financial and Distribution modules contained within PeopleSoft's software suite for Education and Government version 7.52 on July 1, 2001 and upgraded to version 8.8 on March 19, 2007.

- VISION includes the following Peoplesoft modules: General Ledger (GL), Payables (AP), Purchasing (PO), Receivables (AR), Billing (BI), Inventory (INV), and Asset Management (AM).
- VISION also includes a customized Sub-Recipient Grant Tracking Database, which was implemented in FY 2004 and then revised in FY 2005.
- In addition there are separate software modules that are linked to VISION such as the Budget Development System (BDS) and Human Resource Management System (HRMS). BDS allows departments to prepare and submit budgets and HRMS contains payroll, personnel and benefit administration information.

VISION is essential in managing the day-to-day operations of the State. However, to be in full compliance with national accounting standards, promulgated by the Government Accounting Standards Board (GASB), and in compliance with the Single Audit Act from the Federal Government, Financial Operations is required to convert the financial information captured in VISION to a format consistent with generally accepted accounting principles (GAAP). Therefore, it is imperative that the information in VISION is accurate and ledgers are closed timely so that the GAAP conversion can begin. Once the conversion and the financial statements are complete, the GAAP financial statements, commonly referred to as the State's Comprehensive Annual Financial Report (CAFR), are forwarded to the Auditor of Account's Office for a thorough audit. The audited CAFR, which includes an independent auditor's report, is made available to the public so that citizens have the opportunity to review the state's overall financial status. Additionally, a timely CAFR is very critical to the State of Vermont's ability to obtain the best bond rating possible. A high bond rating makes the State of Vermont more attractive to potential investors when the state issues General Obligation Bonds.

**What does Financial Operations need from you, the Departments, to complete the GAAP conversion process timely?** The most important requirement is the ability to close VISION timely and to make sure the information captured in VISION is correct. Any delay in closing VISION or any further adjustments to VISION transactions due to incorrect or inappropriate data can and will cause significant delays in producing the State's CAFR.

Part of the GAAP process requires that the ACTUALS ledger be converted to a full accrual basis of accounting. This includes, but is not limited to, recognizing additional spending based on accounts payable transactions and recognizing additional revenue by recording accounts receivable transactions. Therefore, properly coding payables transactions with a "PY" allows Financial Operations to run queries to extract the accounts payable data and make the necessary GAAP entries in the appropriate funds. In addition, submitting accurate forms on time provides Financial Operations with the appropriate information needed to also prepare GAAP entries. For those departments that prepare financial statements for Proprietary and Fiduciary Funds, submitting those statements timely and accurately is very important so that your financial statements can be quickly combined with other departments for proper inclusion in the CAFR. The consolidation effort is done by Financial Operations and a delay on your end, even for one fund, can hold-up the entire process.

As some of you have heard before, GASB Statement No. 34 significantly changed the way state governments are required to prepare financial statements. It added another layer of accounting to the already complex process. This Statement required that all State Capital assets, including infrastructure, be recorded and depreciated, and all long-term debt (such as loans, bonds, compensated absences) be reflected on the full accrual government-wide financial statements. Capital assets such as general equipment like computers, furniture, vehicles; land and land improvements; building and building improvements; construction in process; and infrastructure, including the State's roads and bridges now must be accounted for. Departments are required to inventory all assets annually and maintain accurate capital asset data in VISION on an on-going basis during the year. If departments have any questions relating to what they are required to do with tracking of assets, they should call Financial Operations immediately.

In conclusion, we hope that this manual gives departments an understanding of the year-end accounting process and a clear outline of the requirements needed for the State to successfully close the books and issue the CAFR in a timely and efficient manner. The instructions are indexed by time line and by function. If you have any questions regarding the instructions, please contact Ruthellen Doyon in Financial Operations at [Ruthellen.doyon@state.vt.us](mailto:Ruthellen.doyon@state.vt.us) or 828-0675.

# General Guidelines

## System Availability

VISION Production will be available to end users from 6:00am to 6:00pm on weekdays and 6:00am to 6:00pm on weekends May 2, 2009 through July 12, 2009. VISION Reporting will be available from 7:00am to 6:00pm through these dates. If the status of the weekend availability changes, we will let everyone know as soon as possible. Please be aware that Finance Support Team and Financial Operations Accounting Staff will be available only during normal working hours.

## Month End Closing Instructions

All departments are required to follow the Month End Closing Instructions for month ending June 30, 2009 in addition to the FY 2009 Year End Closing Instructions outlined in this document. The exception to the Month End Closing Instructions is that for month ending June 30, 2009 departments will have until July 15, 2009 to complete the closing process rather than just 5 business days.

You may find the Month End Closing Instructions at the following link:

[http://finance.vermont.gov/sites/finance/files/pdf/vision\\_procedures/MonthEnd\\_Closing\\_Actuals.pdf](http://finance.vermont.gov/sites/finance/files/pdf/vision_procedures/MonthEnd_Closing_Actuals.pdf)

## Requirements and Deadlines

**Departments are responsible for reading this document thoroughly, being aware of all requirements and meeting all deadlines.** It is imperative that the requirements and deadlines for all areas in this document are met to insure a timely closing of the State's FY 2009 books and the production of the State's Comprehensive Annual Financial Report.

## Time Line

<u>Date Due</u>	<u>What is Due</u>	<u>Section Where Addressed in Instructions</u>	<u>Page # of Section</u>
5/01/09 – 6/01/09	Departments conduct physical inventory of capital and expensed assets tracked in Asset Management Module	FY 2009 Capital and Expensed Assets	14
5/08/09	Requisitions for FY 2009 purchases due in Purchasing - No new requisitions after this date	FY 2009 Requisitions	12
5/11/09	Asset Workshop offered by VISION Finance Support Team	FY 2009 Capital and Expensed Assets	14
5/12/09	PO Workshop offered by VISION Finance Support Team	FY 2009 Requisitions FY 2009 Purchase Orders and PO Vouchers	12
5/13/09	Asset Workshop offered by VISION Finance Support Team	FY 2009 Capital and Expensed Assets	14
5/14/09	PO Workshop offered by VISION Finance Support Team	FY 2009 Requisitions FY 2009 Purchase Orders and PO Vouchers	12
5/15/09	FY 2010 changes to Payroll defaults due in Payroll	FY 2010 Payroll Defaults	26
5/18/09	Asset Workshop offered by VISION Finance Support Team	FY 2009 Capital and Expensed Assets	14
5/19/09	PO Workshop offered by VISION Finance Support Team	FY 2009 Requisitions FY 2009 Purchase Orders and PO Vouchers	12
5/20/09	PO Workshop offered by VISION Finance Support Team	FY 2009 Requisitions FY 2009 Purchase Orders and PO Vouchers	12
5/21/09	PO Workshop offered by VISION Finance Support Team	FY 2009 Requisitions FY 2009 Purchase Orders and PO Vouchers	12
5/22/09	FY 2010 changes to Organizational Budget structure due in Finance	FY 2010 Organizational Budget and Chartfield Structure	26
5/22/09	FY 2010 changes to chartfields due in Finance	FY 2010 Organizational Budget and Chartfield Structure	26
6/01/09	Purchasing creates FY 2009 PO's from FY 2009 Req's received	FY 2009 Requisitions	12

<u>Date Due</u>	<u>What is Due</u>	<u>Section Where Addressed in Instructions</u>	<u>Page # of Section</u>
6/11/09	Last date to enter FY 2009 PO's	FY 2009 Purchase Orders and PO Vouchers	12
6/11/09	Last date to enter FY 2009 PO Vouchers	FY 2009 Purchase Orders and PO Vouchers	12
6/11/09	All FY 2009 Req's are completed	FY 2009 Requisitions	12
6/11/09	All FY 2009 PO's are completed	FY 2009 Purchase Orders and PO Vouchers	12
6/12/09	VT PO Budgetary Activity Report as of 6/11/09 due in Finance	FY 2009 PO Rollover	14
6/12/09	Updated FY 2010 Approval Security Forms due in Finance	FY 2010 Approval Security Forms	26
6/15/09	Additions, deletions, and transfers of FY 2009 assets per the completed physical inventory have been done in VISION	FY 2009 Capital and Expense Assets	14
6/15/09	Last payroll of FY 2009 is processed in VISION	Last Payroll of FY 2009	16
6/16/09	FY 2009 DAB 26 Transfer Requests due in Finance	FY 2009 Spending Authority	11
6/16/09	FY 2009 Excess Receipt Requests Due in Finance	FY 2009 Spending Authority	11
6/20/09	FY 2009 Asset Inventory Verification Form including narratives for impairments and VT_AM_ASSET_LIST Query data due in Finance	FY 2009 Capital and Expensed Assets	14
6/23/09	FY 2010 demand driven expenditure authority requests are due in Finance	FY 2010 Requests for Demand Driven Spending Authority	27
6/25/09	Last day to initiate TSF journals	FY 2009 TSF Journals	12
6/29/09	Leases form AA-F-19a due in Finance	FY 2009 Leases	20
Prior to 6/30/09	Process requests for Federal draws related to FY 2009 expenditures	FY 2009 Federal Draws	17

<u>Date Due</u>	<u>What is Due</u>	<u>Section Where Addressed in Instructions</u>	<u>Page # of Section</u>
6/30/09	FY 2009 responding TSF journals entered by 4:00pm	FY 2009 TSF Journals	12
6/30/09	All FY 2009 Payroll Journals are posted by 4:00pm	Last Payroll of FY 2009	16
6/30/09	FY 2009 Transactions approved, edited and budget checked or deleted by 4:00pm	FY 2009 ACTUALS Ledger Transactions	11
6/30/09	FY 2009 PO Rollover is completed for all departments	FY 2009 PO Rollover	14
6/30/09	Additions, deletions, and transfers of FY 2009 assets from activity during time period between physical inventory and 6/30/09 are completed in VISION	FY 2009 Capital and Expensed Assets	14
6/30/09	All FY 2009 cash receipts are processed at the bank by 4:00pm and in VISION by 5:00pm	FY 2009 Cash Receipts	17
7/1/09	FY 2010 Appropriations are available FY 2010 organizational budgets can be entered	FY 2010 Appropriations	27
7/1/09	All FY 2010 Transactions may be entered	FY 2010 Transactions	27
7/1/09	Departments budget check PO's rolled from FY 2009 after organizational budgets are entered	FY 2009 PO Rollover	13
7/1/09 – 7/15/09	Enter closing ACTUALS Ledger FY 2009 transactions into Period 998	FY 2009 ACTUALS Ledger Transactions	11
7/15/09	FY 2009 Petty Cash Verification Forms Due in Finance	FY 2009 Petty Cash Verification Forms	17
7/15/09	Last day to enter FY 2009 ACTUALS Ledger period 998 transactions	FY 2009 ACTUALS Ledger Transactions	11
7/15/09	Month End Closing Instructions are complete for month ending June 30, 2009	Month End Closing Instructions	6
7/21/09	Listing of payables and receivables for all Agency Funds with a cash balance not equal to zero is due in Finance	FY 2009 Cash Balance in Agency Funds	18

<u>Date Due</u>	<u>What is Due</u>	<u>Section Where Addressed in Instructions</u>	<u>Page # of Section</u>
7/24/09	Carry Forward from FY 2009 is available	FY 2010 Carry Forward From FY 2009	27
7/28/09	FY 2009 Receipt Confirmation Form due in Finance	FY 2009 Cash Balance in Special and Federal Funds	18
7/31/09	Construction in Progress Form due in Finance	FY 2009 Capital and Expensed Assets	14
7/31/09	All FY 2009 Journal Entries to ACCRL/ADJ Ledger for Capital Construction in Process additions are completed	FY 2009 Capital and Expensed Assets	14
7/31/09	Contractual Commitments form AA-F-25 due in Finance	FY 2009 Contract Commitments	20
8/07/09	Accounting systems maintained outside of VISION are reconciled to VISION as of 6/30/09	FY 2009 Reconciliation of Accounting Systems Maintained Outside of VISION to VISION	17
8/21/09	All known FY 2010 prior year payables must be entered	FY 2010 Transactions for Prior Year Payables	28
8/31/09	FY 2009 Schedule of Expenditure of Federal Awards (SEFA) Forms are due in Finance	FY 2009 Schedule of Expenditure of Federal Awards (SEFA)	24
8/31/09	Retainage payable form AA-F-21 due in Finance	FY 2009 Retainage Payable	22
9/08/09	Accounts receivable form AA-F-17 due in Finance	FY 2009 Receivables	18
9/11/09	Last day to enter FY 2009 ACCRL/ADJ Ledger period 998 transactions	FY 2009 Proprietary and Fiduciary Funds' Financial Statements	22
9/14/09	Proprietary and Fiduciary Funds' financial statement reporting package due in Finance	FY 2009 Proprietary and Fiduciary Funds' Financial Statements	22

# **FY 2009 Closing Instructions**

## **FY 2009 Spending Authority**

DAB 26 Transfer Forms and Excess Receipt Forms requesting spending authority to cover remaining FY 2009 expenditures including payroll are due in the Department of Finance and Management's Budget and Management Office by June 16, 2009.

FY 2009 accounts payable vouchers and other expenditure type transactions should not be entered into VISION during the final business days of FY 2009 unless there is sufficient spending authority available in your FY 2009 budget to cover them. Check organizational budgets and appropriation balances before entering these types of transactions.

## **FY 2009 ACTUALS Ledger Transactions**

All FY 2009 ACTUALS Ledger transactions that have been approved, edited and budget checked will be posted through June 30, 2009. All FY 2009 transactions with the exception of those general ledger transactions listed below, that are not approved, edited and budget checked must be deleted by departments by 4:00pm June 30, 2009.

Exceptions:

- ONL Journals; Departments may choose Adjusting Entry in the Adjusting Entry Box on the Header page of ONL journals. This will allow the journal to post to FY 2009 period 998. This must be done by 4:00pm June 30, 2009.
- ALO Journals; Departments may choose Adjusting Entry in the Adjusting Entry Box on the Header page of ALO journals. This will allow the journal to post to FY 2009 period 998. This must be done by 4:00pm June 30, 2009.
- CAJ Journals (Treasurer's Office only); The Department may choose Adjusting Entry in the Adjusting Entry Box on the Header page of CAJ journals. This will allow the journal to post to FY 2009 period 998. This must be done by 4:00pm June 30, 2009.

Period 998 will be available for departments who need to process FY 2009 ONL and ALO journal entries in the ACTUALS Ledger after 6/30/09. To enter Period 998 ONL and ALO journal entries after 6/30/09, follow general instructions for entering journals with two exceptions:

1. The journal date must be entered as 6/30/09.
2. Choose Adjusting Entry in the Adjusting Entry Box on the Header Tab of the journal, and 998 will appear as the Period and the fiscal year will be 2009.

Journals entered after 6/30/09 that do not follow these instructions will be unposted or deleted from the system.

Departments will have until 6:00pm on 7/15/09 to enter FY 2009 period 998 journal entries in the ACTUALS Ledger. Departments will not be allowed to enter FY 2009 transactions in the ACTUALS Ledger after this date. There will be no exceptions.

## **FY 2009 TSF Journals**

The last day to initiate a 2009 TSF journal will be June 25, 2009. All responding TSF journals must be entered by 4:00pm June 30, 2009.

## **FY 2009 Requisitions**

All requisitions for FY 2009 purchases are due in the Purchasing and Contract Administration Division of the Department of Buildings and General Services by May 8, 2009. No new requisitions may be entered for FY 2009 after this date.

Purchasing will create purchase orders by 6:00pm June 1, 2009, from requisitions received by May 8, 2009.

All FY 2009 requisitions must be at a status of complete, budget checked and no longer appear on the VT Req Budgetary Activity Report by 6:00pm on June 11, 2009. (See page 82-91 of the Purchasing 102 Manual for information on how to run this report and what you will see if you have no outstanding purchase orders.)

**Note new query:** To see what REQ's are not at a status of complete, Departments should run the query VT\_MER\_REQ\_NOT\_STATUS\_C for their PO business unit through 6/30/2009. This query will return all requisitions that are not at a status of C(Complete). All requisitions on this report must be closed through the Requisition Reconciliation Workbench by end of the day June 11, 2009.

**Help offered!** As in past years, the Finance Support Team in conjunction with Financial Operations will be offering PO Workshops on May 12, 14, 19, 20 and 21, 2009 from 8:00 to 12:30 to assist users with the clean up of requisitions and purchase orders. For information on how to sign up for the workshops, go to the Finance and Management website events section located on the home page and click on the link of the workshop that you are interest in attending.

No FY 2009 requisition clean up may be initiated by departments after 6:00pm on June 11, 2009.

## **FY 2009 Purchase Orders and PO Vouchers**

All FY 2009 purchase orders and PO vouchers must be entered, approved and budget checked by departments by 6:00pm June 11, 2009. The creation of FY 2009 purchase orders and FY 2009 PO vouchers will not be allowed after this date – this includes

purchase orders and PO vouchers for personal service contract payments. Please plan accordingly with your contractors.

Emergency contract payments that need to be made after June 11, 2009 will be allowed on a case-by-case basis and must follow the process outlined below:

1. Department Business Managers must request permission to process the contract payment from Ruthellen Doyon in Financial Operations at [Ruthellen.doyon@state.vt.us](mailto:Ruthellen.doyon@state.vt.us).
2. If permission is received from Financial Operations, enter a standard voucher (**not** a PO voucher) to pay your contractor.
3. Notify Michelle White at [michelle.white@state.vt.us](mailto:michelle.white@state.vt.us) in Financial Operations with the following information:
  - Business Unit
  - Vendor Number
  - Contract #
  - Voucher #
  - Amount of Payment
4. Financial Operations will manually adjust the contract balance.

***Please note that these manual contract adjustments will compromise the integrity of reporting as it relates to contract maximum amounts and the flow of data from contracts to PO's to vouchers.***

All purchase orders that are not being rolled to FY 2010, must be at a status of complete and budget checked and no longer appear on the VT PO Budgetary Activity Report by June 11, 2009.

**New query:** To see what PO's are not at a status of complete, Departments should run the query VT\_MER\_PO\_NOT\_STATUS\_C for their business unit through 6/30/2009. This query will return all purchase orders that are not at a status of C(Complete). All purchase orders on this report that are not being rolled to FY2010 must be closed through the PO Reconciliation Workbench by end of day June 11, 2009.

**Help offered!** As in past years, the Finance Support Team in conjunction with Financial Operations will be offering PO Workshops on May 12, 14, 19, 20 and 21, 2009 from 8:00 to 12:30 to assist users with the clean up of requisitions and purchase orders. For information on how to sign up for the workshops, go to the Finance and Management website events section located on the home page and click on the link of the workshop that you are interest in attending.

No FY 2009 purchase order activity may be initiated by departments after 6:00pm on June 11, 2009.

## **FY 2009 PO Rollover**

**Important! - Please read this section, and comply with the deadlines even if your department is not rolling any purchase orders.**

All departments must run the VT PO Budgetary Activity Report to Excel through June 11, 2009 for their GL Business Unit. (See page 82-91 of the Purchasing 102 Manual for information on how to run this report and what you will see if you have no outstanding purchase orders.) Departments must clean up all of their PO's in VISION so that this report returns only those PO's that the department wants to roll – all other purchase orders must be at a complete status. Please verify the purchase orders that you want rolled by highlighting them in yellow on this report. This Excel report with the highlighted PO's must be run and e-mailed to [melanie.rutledge@state.vt.us](mailto:melanie.rutledge@state.vt.us) by 6:00pm on June 12, 2009. If the department does not wish to roll any purchase orders, please send an e-mail to Melanie indicating that your department is not rolling any purchase orders and move all of your purchase orders to a status of C.

Financial Operations will complete PO Rollover for all Business Units by June 30, 2009. Financial Operations will do journal entries to encumber the funds for the rolled PO's in FY 2009 so that the funds will be available in the departments' FY 2010 budgets.

Once spending authority has been established in FY 2010 to cover the rolled purchase orders, departments will be responsible for budget checking the rolled purchase orders.

## **FY 2009 Capital and Expensed Assets**

Per the Asset Management Procedure, revised May 1, 2007, all Departments must conduct an annual physical inventory between May 1, 2009 and June 1, 2009. Please use the VT\_AM\_ASSET\_LIST query to complete this task.

Departments must properly record all additions, deletions, and transfers of assets needed based on the results of the physical inventory in VISION by 6:00pm June 15, 2009. This includes the recording of capital asset additions for construction in process projects completed by April 15th and that have been placed in service, and includes the ACCRL/ADJ ledger journal entries for the removal of these costs from construction in process.

When all asset information is complete in the VISION Asset Management Module, departments must re-run the VT\_AM\_ASSET\_LIST query to Excel and send a copy of this data with a signed Asset Inventory Verification Form including narratives for impairments to Jamie Sheltra in Financial Operations at [Jamie.sheltra@state.vt.us](mailto:Jamie.sheltra@state.vt.us) or at the address on the form by June 20, 2009.

The Asset Management Verification Form can be found on the Finance & Management website at:

[http://finance.vermont.gov/sites/finance/files/pdf/forms/cafr/am\\_verification\\_form.doc](http://finance.vermont.gov/sites/finance/files/pdf/forms/cafr/am_verification_form.doc) **Note: The Asset Inventory Verification Form MUST be sent from an appointing authority's e-mail address or the paper document must be signed by an appointing authority if submitted by mail.**

A copy of the Asset Management Procedure can be found on the Finance & Management website at the following link

[http://finance.vermont.gov/sites/finance/files/pdf/vision\\_procedures/VP\\_1\\_Asset\\_Mgmt.pdf](http://finance.vermont.gov/sites/finance/files/pdf/vision_procedures/VP_1_Asset_Mgmt.pdf) . Please note that the Asset Inventory Verification Form is the last page of the Asset Management Procedure Document.

All asset acquisitions, disposals and transfer entries needing to be done in VISION based on activity during the time period between the completion of the physical inventory and 6/30/09, must be completed in VISION by 6:00pm June 30, 2009.

**Help offered!** The Finance Support Team in conjunction with Financial Operations will be offering Asset Workshops on May 11, 13 and 18 from 8:00 to 12:00 to assist users with the clean up and recording of assets in VISION. For information on how to sign up for the workshops, go to the Finance and Management website events section located on the home page and click on the link of the workshop that you are interest in attending.

### **Impairment of Capital Assets and Insurance Recoveries**

The State is required to evaluate prominent events or changes in circumstances affecting capital assets to determine whether impairment of the asset's usefulness or functionality has occurred. An asset impairment covered under these rules would be one that is *a significant, unexpected decline in the service utility of a capital asset.*

Examples of events causing such impairments are, for example, fire or flood, unanticipated technological obsolescence, enactment of new regulatory laws causing the asset to lose useful value, or construction stoppage on a capital improvement project due to some unexpected occurrence. In some cases, evaluations may require outside assistance from an appraiser and/or the Department of Finance & Management to determine significance and applicability.

**As part of the year end reporting requirements for capital assets, any department that owns a capital asset valued at greater than \$100,000 that has undergone impairment, as described above, must submit a narrative of the circumstances with the signed Asset Inventory Verification Form. The narrative should include the Asset ID, date of the impairment, and the person to contact for further information.**

### **Construction in Progress – (except BGS and AOT)**

Departments must report any Construction in Progress (CIP) information to the Department of Finance and Management. For this purpose CIP is defined as any started yet incomplete future asset that (when complete) will be recorded in the Asset Management module of VISION as a depreciable asset.

All departments with CIP must complete the **Construction in Progress** form [http://finance.vermont.gov/sites/finance/files/pdf/forms/cafr/CIP\\_Form.xls](http://finance.vermont.gov/sites/finance/files/pdf/forms/cafr/CIP_Form.xls) and email it to [VISION-CAFR@state.vt.us](mailto:VISION-CAFR@state.vt.us) no later than **July 31, 2009**.

You do not need to report on projects that were started, completed and added as an asset in the Asset Management module within the same fiscal year. A helpful query to run to extract the data is the VT\_CIP\_DETAIL. Summarize the data on the form per the directions on the form and below. Maintain supporting detail information for the audit.

Columns on the form include:

- **Description** – Include the name of the project or a description
- **Fund** – Separate projects with multiple funding sources onto separate lines
- **Dept ID** – Separate projects with multiple dept ID's onto separate lines
- **Project** – Include the VISION Project ID associated with the CIP
- **Expenditures to Date as of 6/30/08** – this should include all capital expenditures for the project (that have not previously been entered as an asset in AM) for all fiscal years prior to 2009.
- **FY09 Expenditures** – All expenditures during FY09 on this project
- **Amount Capitalized in AM** – For all completed projects enter the amount capitalized in the Asset Management Module
- **Amount Expensed** – The amount of current FY expenditures that will not be included as a capital expense when the project gets capitalized
- **Balance** – This is a calculated field. For the next FY reporting this amount will be the Expenditures to Date amount
- **Asset ID** – For all reported projects capitalized to AM during the year please record the AM asset ID in this field.

**Journal entries** must be entered to the ACCRL/ADJ Ledger by **July 31, 2008** for all **Capital Construction in Process additions** related to FY 2009 ACTUAL Ledger expenditures.

Please call Renea Bordeau (828-0671) with any questions on these CIP reporting requirements.

## **Last Payroll of FY 2009**

The last payroll of FY 2009 will occur on June 18, 2009. In order to provide departments with additional time to process any corrections needed to allow payroll to post, we will process this last payroll in VISION on June 15, 2009 with journal dates of 6/18/09. Departments must run the VT\_MER\_JOURNALS\_NOT\_POSTED Query on June 15, 2009 with a through date of 06/18/09 to identify payroll journals that are in error. All payroll journal corrections must be forwarded to Michelle White at [michelle.white@state.vt.us](mailto:michelle.white@state.vt.us) in Financial Operations immediately. All payroll journals must be posted by 4:00pm June 30, 2009.

## **FY 2009 Federal Draws**

To the extent possible, departments should plan to process requests for federal draws relating to FY 2009 expenditures so that the funds will be deposited into the bank prior to June 30, 2009. This will assure that the Treasurer's Office and the receiving department will have the opportunity to record all federal funds deposited in the bank for the fiscal year ending 6/30/09. If this request causes conflict with CMIA compliance, CMIA takes precedence.

## **FY 2009 Cash Receipts**

All monies received on or prior to 6/30/09 must be deposited into the bank by 4:00pm, 6/30/09. All VISION entries pertaining to cash receipts deposited in banks on June 30, 2009 and prior must be completed by 5:00pm June 30, 2009. There will be no exceptions.

## **FY 2009 Reconciliation of Accounting Systems Maintained Outside Of VISION to VISION**

All departments who maintain an accounting system outside of VISION must reconcile the activity in their system to the VISION system as of June 30, 2009. Full documentation of this reconciliation must be kept on hand and available for audit by the Department of Finance and Management and the Office of the Auditor of Accounts. The reconciliation and documentation must be completed by August 7, 2009, and all adjusting journal entries for reconciling items must be posted with a July 2009 accounting date and a PY in the journal class field on the journal header.

## **FY 2009 Petty Cash Verification Forms**

FY 2009 Petty Cash Verification forms must be submitted to [Melanie.rutledge@state.vt.us](mailto:Melanie.rutledge@state.vt.us) or to Melanie Rutledge in Financial Operations at the address on the form by July 15, 2009. A reminder will be forwarded in early July to departments having petty cash accounts.

The Petty Cash Verification Form can be found on the Finance & Management website at: [http://finance.vermont.gov/sites/finance/files/pdf/forms/cafr/petty\\_cash\\_form.doc](http://finance.vermont.gov/sites/finance/files/pdf/forms/cafr/petty_cash_form.doc) **Note: The Petty Cash Verification Form MUST be sent from an appointing authority's e-mail address or the paper document must be signed by an appointing authority if submitted by mail.**

## **FY 2009 Cash Balance in Special Funds and Federal Funds**

All special and federal funds should reflect a positive balance at June 30, 2009. Departments that close out the year with a negative cash balance in their special funds or federal funds must forward a Receipt Confirmation Form, to Financial Operations, outlining the cause of the negative balance and what action will be taken to eliminate the negative balance. The form can be found on the Finance & Management website at: [http://finance.vermont.gov/sites/finance/files/pdf/forms/cafr/Receipts\\_Confirmation\\_Form.doc](http://finance.vermont.gov/sites/finance/files/pdf/forms/cafr/Receipts_Confirmation_Form.doc) This form must be submitted by July 28, 2009.

## **FY 2009 Cash Balance in Agency Funds**

Departments with Agency Funds (funds that begin with 63) must prepare a detailed listing of payables and receivables if the cash balance at June 30, 2009 is not equal to zero. This listing must include the vendor name and amount or if due to or from another fund – the fund number, account number and amount. This listing must be submitted by July 21, 2009 via email to [VISION-CAFR@state.vt.us](mailto:VISION-CAFR@state.vt.us) .

## **FY 2009 Receivables**

**Important! – Please read this section and comply with the deadlines even if your department is not reporting any receivables.**

Accounts receivable, deferred revenue and cash on hand information is collected by Financial Operations for CAFR reporting and audit purposes.

**FORM AA-F-17** must be completed by each department by September 8, 2009. This form is located on the [Forms](#) page of the Finance & Management website.

**If your department has no receivables, please type this in the form, complete the certification, and email the spreadsheet as requested below.** Internal service, enterprise and pension trust funds are not required to report their receivables on AA-F-17.

**Electronic Certification:** The Certification page must be completed before submitting the AA-F-17. Enter the department name, the name & title, and email & phone number of the authorized official responsible for the information reported on the form. Check the electronic certification box and email it to [VISION-CAFR@state.vt.us](mailto:VISION-CAFR@state.vt.us) by **September 8, 2009**.

### **Requirement for FY 2009:**

- The AA-F-17 will include the 2008 accounts receivable, a column to compare your 2009 receivable to the 2008 receivable, and a column for an explanation for significant changes.

Your department is required to maintain a detail listing to support the receivables reported on the AA-F-17. This listing should be readily available should the receivable be selected for detail testing by the auditor.

The Fund, Deptid and Account listings on the form are based on receivables in those chartfields reported in the 2008 financial statements. Please insert rows to add any receivables that do not have a Fund, Deptid, Account listed.

**What should not be reported on the AA-F-17 form?** Receivable balances that you have entered in VISION, such as federal draws, should not be reported on the AA-F-17. Also the business unit receiving the cash on a TSF journal that has **PY** entered in the Journal Class field **should not** report this receivable on the AA-F-17 form.

Columns on the AA-F-17 include:

**Total Accounts Receivable** - amounts DUE the State from private persons, organizations, other governments, or other state agencies for goods or services furnished by the State on or before June 30 and for which payment has not yet been received by the State by June 30.

For accounts where less than 75% of the total receivable has been collected by August 31<sup>st</sup>, please submit an aged receivable list with the form indicating how old the receivable is (for example: 1 month or less, 2-3 months, 4-6 months, 7 months – 1 year, more than 1 year.)

**Modified Accrual** - the portion of the total accounts receivable that is collected by August 31

**Allowance for Uncollectibles** - the estimated portion of the total accounts receivable that is not expected to be collected

**Cash on Hand** – receipts collected by the department thru June 30 that have **not** been recorded in VISION in fiscal year 2009

**Deferred Revenue** - amounts already collected by the State prior to June 30 that the State has not yet earned as of June 30. Examples:

- Not earned may be the result where federal funds were received in advance of spending for an expenditure-driven grant. In this case revenue is not considered earned until after the expenditure occurs.
- Deferred revenue may also arise when agencies receive money for licenses or permits prior to June 30, for which the permit period does not begin until July 1.

**Refund of Receipts** – amounts collected by the State prior to June 30 that are overpayments and are to be paid back, including federal grant questioned or disallowed cost reimbursements. Do not include amounts that have been paid back though AP vouchers in July through August 2009 that have a PY prefix on the invoice id or invoice date of 6/30/2009 or earlier.

## **FY 2009 Leases**

**ALL Departments must complete and return a FORM AA-F-19a by the close of business on Friday, June 29, 2009, even if the department has no leases.**

Report all leases where the state/department is the lessee on Form AA-F-19a for all departmental specific leases that are both in effect on June 30 and will continue into the subsequent year(s) and submit to Renea Bordeau of Financial Operations or emailed to [VISION-CAFR@state.vt.us](mailto:VISION-CAFR@state.vt.us) , by **June 29, 2009**.

Building office space leases and copier leases should only be reported by BGS unless a department has entered directly into a lease agreement with the lessor. In this case, the department must report the lease on their form AA-F-19a to be submitted by June 29, 2009 **AND** must send a complete hard copy of the lease including payment schedules and terms to Renea Bordeau in Financial Operations, as soon as possible, so Finance can update their records accordingly.

**If a department has no leases, the first line of the Form AA-F-19a should contain a statement indicating this.** The Form should be e-mailed to [VISION-CAFR@state.vt.us](mailto:VISION-CAFR@state.vt.us) no later than **June 29, 2009**. Negative responses are just as important as positive responses so please respond.

### **New requirement for FY2009:**

Your submission must include the total amount of lease payments that have been paid during FY2009. A new column has been added to the AA-F-19a form after the capital lease test (column S). Form AA-F-19a can be found on the Finance & Management website at the following link.

[http://finance.vermont.gov/sites/finance/files/pdf/forms/cafr/AA-F-19a\\_Lease\\_Form\\_-\\_FY2009.xls](http://finance.vermont.gov/sites/finance/files/pdf/forms/cafr/AA-F-19a_Lease_Form_-_FY2009.xls)

Please read the instructions carefully before completing the form. **We require that only form AA-F-19a be used for all reporting.** This requirement is necessary, as we must have complete lease information as contained on form AA-F-19a for financial reporting purposes.

## **FY 2009 Contract Commitments**

Along with lease commitments and litigation claims, the State is required by GASB to report on all contractual commitments on construction projects and any other significant contractual obligations committed by the State. Further, Legislators have embarked upon a new reporting requirement for the Agency of Administration to report on contract activity through VISION. Since all activity is not being reported in VISION, Financial Operations needs to make this additional request of all departments for contractual commitments.

Construction commitments include contracts for highway projects, school construction projects and other related construction projects through BGS and elsewhere throughout State government. Other contractual commitments that are non-construction related

include personal service contracts and any other contract agreement, except for lease agreements, litigation liabilities and settlement claims.

Any department with contractual commitments extending into FY 2010 and beyond must complete the form **AA-F-25 Contractual Commitments** and email it to [VISION-CAFR@state.vt.us](mailto:VISION-CAFR@state.vt.us) no later than **July 31, 2009**. This form is available for download at [http://finance.vermont.gov/sites/finance/files/pdf/forms/cafr/AA-F-25\\_Contractual\\_Commitment\\_Form\\_-\\_FY2009.xls](http://finance.vermont.gov/sites/finance/files/pdf/forms/cafr/AA-F-25_Contractual_Commitment_Form_-_FY2009.xls)

**Assistance in meeting this requirement:** For those departments that are entering all contracts in VISION and using POs to release amounts from the contracts, a query has been created to help you meet this year end requirement. Please run the **VT\_2009\_AA\_F\_25\_CONTRACT\_OBLIG** query for each contract origin assigned to your department. The only additional information that you will need to add is the dollar amount or percentage funded by federal and other non-state sources.

**It is strongly encouraged that departments run the VT\_2009\_AA\_F\_25\_CONTRACT\_OBLIG query on July 1 since this query is pulling from the contract table that is date sensitive. That is, amendments added to the contracts after June 30th will distort the total contract obligations for June 30, 2009.**

Columns on the AA-F-25 include:

- **Contract Name** – include the vendor name for the contract
- **Description** – include the name of the project or contract description.
- **VISION Contract #** - use the VISION contract number. If the contract is not included in VISION, use either your departmental contract number or other assigning number sequence used for in-house reporting.
- **Contract Begin Date** – enter the begin date of the contract agreement. Not when the work begins, but when the contract takes effect.
- **Contract End Date** – enter the end date of the contract agreement.
- **Contract Terms in years** – calculates the number of years for the term of the contract (calculated column)
- **Total Contract Obligation Amount**– enter the full contract obligation amount. This would include original amounts, amended amounts and change orders.
- **Contract Obligation Federal Sources – Dollar Amount** - enter dollar amount that is to be recovered from federal sources.  
**OR**
- **Contract Obligation Federal Sources – Percentage** – enter percentage that is to be recovered from federal sources.

- **Contract Obligation Other Sources - Dollar Amount** – enter dollar amount that is to be recovered from **non-State** sources (such as local governments).  
**OR**
- **Contract Obligation Other Sources – Percentage** – enter percentage that is to be recovered from **non-State** sources (such as local governments).
- **Total Amount Released life to date through June 30<sup>th</sup>** – enter total amount expended or encumbered through June 30, 2009 for Federal sources.
- **Total Amount Released life to date through June 30<sup>th</sup>** – enter total amount expended or encumbered through June 30, 2009 for all other sources.

**Do not include lease commitments, litigation liabilities or settlement claims on this form.**

## **FY 2009 Retainage Payable**

**ALL departments must complete form AA-F-21, Retainage Payable Listing.**

**Retainage payable** is the amount due on a contract that has been withheld pending approval of the project or the lapse of a specified period. The unpaid amount is usually a stated percentage of the contract amount.

On this form you must list the total amount of retainage being withheld by each contract. Form AA-F-21 is available on the Finance & Management website at:  
[http://finance.vermont.gov/sites/finance/files/pdf/forms/cafr/AA-F-21\\_Retainage\\_Payable.xls](http://finance.vermont.gov/sites/finance/files/pdf/forms/cafr/AA-F-21_Retainage_Payable.xls)

The completed spreadsheet must be e-mailed to [VISION-CAFR@state.vt.us](mailto:VISION-CAFR@state.vt.us) by **August 31, 2009**.

**If you have no retainage liabilities, please submit the form with a statement typed in indicating “no retainage.”**

**What should not be included on the AA-F-21 form?** Do not include any portion of the retainage that has been entered on a FY 2010 voucher with a PY prefix invoice id in VISION through August. It will already be included in the accounts payable accrual.

## **FY 2009 Proprietary and Fiduciary Funds’ Financial Statements**

All Financial Statements with supporting documentation must be submitted by September 14, 2009. The Department of Finance and Management’s Statewide Reporting staff is required to review the financial statements and analytical explanations that departments provide prior to submitting them to the Auditor of Accounts’ Office. If you have multiple funds, please send each fund as it is completed. Do not wait until you have all of your funds done. We appreciate your efforts in providing all of the information requested no later than this due date.

Requirements for Proprietary and Fiduciary Funds' financial statements prepared by Agencies and Departments include but are not limited to the following:

- **NVISION reports** – Please run the nVISION reports for the balance sheet and income statement. These reports were designed to rollup the detail accounts to the lines as reported in the CAFR.
- **Completion of the comparative analytical financial statement template.** (The Microsoft Excel spreadsheet file will be emailed to your department.) This template is a spreadsheet tool, which provides the prior year's financial statements in the same format as presented in the CAFR and ensures consistency in the presentation of the current year's financial statements. Cells which require data to be input are marked and the template is designed to identify instances where the financial statements do not balance or where data is not consistently presented on all of the components of the financial statements. When completing this template, **please enter whole dollar numbers only** (do not include cents).
- **Written analytical explanations for significant account balance changes** on the Statement of Net Assets and the Statement of Revenues, Expenses and Changes in Net Assets. Please provide explanations for significant balance changes that are greater than 10% but not less than \$1,000 increase or decrease from the prior year.
- **For cash balances in bank accounts not managed by the State Treasurer or not in VISION:** please provide a listing of 6/30/09 bank account balances.
- **A capital asset and associated accumulated depreciation roll-forward analysis with balances agreeing to the financial statements.** The template file that will be emailed to your department contains a capital asset roll-forward worksheet. This sheet will assist you in verifying that additions, deletions and other adjustments to capital assets agree with applicable financial statement line items such as depreciation expense, acquisition of capital assets, proceeds from the sale of capital assets and gain (loss) from sale of capital assets. (See Capital Assets and CIP sections above for entry cutoff dates and requirements.)
- **Funds with a deficit total net assets or deficit unrestricted net assets** – Provide a written deficit reduction plan to be included in the footnotes to the financial statements.

You should keep the following information available for the auditors, should they request to review these items:

- **Detail listings** supporting aged accounts receivable, inventories, prepaid accounts, and accounts payable financial statement balances schedules. For accounts requiring adjusting entries please include reconciliations which tie back to the financial statements for all balance sheet (Statement of Net Assets) accounts.
- **For cash balances in bank accounts not managed by the State Treasurer or not in VISION:** a copy of your reconciliation to the book balance for each bank account.
- Reconciliation of the NVISION trial balance to the financial statements.

Template files will be emailed to the business manager of those departments that prepare these fund-types statements. Additional footnote disclosure requirements will also be sent to the business managers of the related proprietary and fiduciary funds.

The financial statement package for these funds must be emailed to [VISION-CAFR@state.vt.us](mailto:VISION-CAFR@state.vt.us) by **September 14, 2009**.

**FY 2009 ACCRL/ADJ Ledger Transactions** - Period 998 will be available only to those departments who prepare full accrual financial statements to be included in the CAFR, and need to process FY 2009 ONL journal entries in the ACCRL/ADJ Ledger after 6/30/09. To enter Period 998 ONL journal entries, follow general instructions for entering journals with two exceptions:

1. The journal date must be entered as 6/30/09.
2. Choose Adjusting Entry in the Adjusting Entry box on the Header tab of the journal. The Period will appear as 998 and 2009 will be the fiscal year.

Journals entered after 6/30/09 that have not followed these instructions will be unposted or deleted from the system.

Departments will have until 6:00 pm on 9/11/09 to enter FY 2009 period 998 journal entries in the ACCRL/ADJ Ledger. Departments will not be allowed to enter FY 2009 transactions in the ACCRL/ADJ Ledger after this date. There will be no exceptions.

**Reminder:** All capital asset entries for additions, deletions, retirements and transfers are required to be completed by June 30, 2009 and all construction in process journal entries must be completed by July 31, 2009. (See the FY2009 Capital and Expensed Assets tracked in the Asset Management Module section above.)

## **FY 2009 Schedule of Expenditure of Federal Awards (SEFA)**

Completed FY 2009 SEFA forms must be returned by email to [VISION-CAFR@state.vt.us](mailto:VISION-CAFR@state.vt.us) no later than **August 31, 2009**. These forms, which include a spreadsheet and checklist, will be available on the [Forms](#) page of the Finance & Management website by July 1. Compliance with the August 31 deadline is crucial for timely completion of the single audit.

- **Checklist** - The checklist **must be completed by all agencies/ departments** by the due date. It replaces the SEFA Questionnaire that was used in prior years. The checklist has 2 purposes:
  - Identifies which agencies/departments expend federal grants
  - Assists agencies/departments who expend federal grants in complete and accurate SEFA Form submissions

You may return the checklist to the email address above any time before August 31. If you do not expend federal grants, you are encouraged to complete the portion required from all agencies/departments and submit it early.

- **SEFA Form** - The SEFA Form spreadsheet must only be completed by agencies/departments which expend federal funds. It is made up of three separate sheets: SEFA Form, Schedule A, and Reconciliation. Detailed instructions for completion of these documents will be available on the [Forms](#) page of the Finance & Management website by July 1.

Please note – The Reconciliation must tie to the *VISION Reconciliation Expenditure Report* which is an extract of expenses per VISION. This report will be posted to the Finance & Management website in early August, after 2009 expenditures are closed in VISION. ***The SEFA will not be considered complete unless the Checklist and all required portions of the SEFA Form spreadsheet are completed, including the Reconciliation.***

## **FY 2010 Instructions**

### **FY 2010 Organizational Budget and Chartfield Structure**

All changes to your FY 2010 Organizational Budget Structure must be submitted to Vicki Strobridge in Financial Operations at [Vicki.strobridge@state.vt.us](mailto:Vicki.strobridge@state.vt.us) in writing by May 22, 2009. Any changes requested after May 22, 2009 will be performed as time permits.

All known chartfield changes or additions including deptids, projects, etc for FY 2010 must also be submitted to Vicki Strobridge in Financial Operations by May 22, 2009. Any changes requested after May 22, 2009 will be performed as time permits.

**NOTE:** If the chartfield changes or additions are for chartfields to be used for payroll expenses, please indicate this in the e-mail of your request.

### **FY 2010 Payroll Defaults**

If Departments change chartfield structures in VISION that will impact payroll chartfield default information, Payroll must be notified by May 15, 2009 in order for these changes to be in place for the first payroll of FY 2010.

If Departments utilize funding splits in payroll and Departments want them to reflect the FY 2010 budget, all changes must be submitted to Payroll by May 15, 2009 in order for these changes to be in place for the first payroll of FY 2010.

If you need assistance in setting up your new payroll default or funding split structures, you may contact the Department of Finance and Management / Payroll Division at 828-2314.

### **FY 2010 Approval Security Forms**

New completed VISION System Operator Access Request Forms signed by the department's commissioner for all employees needing approval security access in VISION in FY 2010, must be submitted to Rachel Stanger by June 12, 2009. Current forms on file for FY 2009 will expire on June 30, 2009. Renewals are not required for employees with "data entry only" access in VISION.

The VISION Operator Access Request Form has a check box titled: **Sign Auth Only** at the top of the form. Use this check box **ONLY** if you are simply renewing the signature authority for an employee. If you are changing the security levels for a VISION operator **AND** renewing the signature authority, check the **Change** box. Either **Change** or **Sign Auth Only** must be checked.

The Signature Authority Section must be signed next to the heading: **Appointing Authority Signature:** by the appointing authority for your department, agency or branch of government or designee. Forms without a signature in this section will be returned. The form is available to be downloaded at [http://finance.vermont.gov/sites/finance/files/pdf/forms/vision/Operator\\_Access\\_Request\\_Form.doc](http://finance.vermont.gov/sites/finance/files/pdf/forms/vision/Operator_Access_Request_Form.doc) .

## **FY 2010 Appropriations**

All FY 2010 appropriations, which have not been authorized by law to be made available otherwise, will be available to departments on July 1, 2009.

Organization budgets must be entered by departments beginning July 1, 2009, and before FY 2010 expenditure transactions can be budget checked.

## **FY 2010 Requests for Demand Driven Spending Authority**

All Funds that have demand-driven expenditure authority must have requests for expenditure authority for FY 2010 submitted to Michelle White in Financial Operations with Appointing Authority Signature, no later than June 23, 2009. All requests received by this date will be processed and the spending authority will be available to departments on July 1, 2009. Requests received after this date will be processed as soon as possible, but are not guaranteed to be available by July 1, 2009.

## **FY 2010 Carry Forward from FY 2009**

Subject to the approval of the Secretary of Administration, general, transportation, and education fund appropriations remaining unexpended on June 30, 2009 shall be carried forward and shall be reserved for expenditure. Funds carried forward will be available to departments, which have an approved carry forward plan, on July 24, 2009. More detailed information from the Budget Office of the Department of Finance and Management will follow.

Unexpended FY 2009 expenditure authority in Bond Funds will carry forward to FY 2010 and will be available on July 24, 2009.

Unexpended FY 2009 expenditure authority in all other funds will not carry forward to FY 2010. Excess receipt requests must be submitted to the Budget Office of the Department of Finance and Management for approval before FY 2010 expenditure authority will be established.

## **FY 2010 Transactions**

All FY 2010 transactions may be entered in VISION beginning on July 1, 2009.

## **FY 2010 Transactions for Prior Year Payables**

**Based on repeated audit findings, some departments have not been complying with these requirements. Please make sure those employees that are entering vouchers and TSF journals understand these requirements and transaction approvers take extra care in evaluating compliance with these requirements prior to approving the transactions.**

Departments must identify all vouchers and journals entered in FY 2010 that pertain to prior year payables (goods or services received or performed prior to July 1, 2009) by using a PY prefix in the invoice number on vouchers and a PY in the Journal Class field on the Header tab of journals. If the journal is a TSF journal both business units must enter the PY in the Journal Class field. (The business unit receiving the cash should not report this receivable on the AA-F-17 form: See FY 2009 Receivables above.)

### **Invoices That Span Multiple Years:**

Invoices that cover a period including the fiscal year just ended and the new fiscal year that are clearly itemized by date and amount will require the preparation of a separate voucher or inter-unit TSF journal entry for each fiscal year's amount. The voucher covering the payments for the period prior to July 1, 2009 must have a prefix of PY in the invoice field as indicated in the paragraph under FY 2010 Prior Year Payables above. The same process must be followed for inter-unit TSF journal entries.

Invoices that span multiple years, but cannot be determined to which year the goods or services are attributable, should not be coded as a payable.

**All known prior year payable transactions must be posted by August 21, 2009.**