



THE HONORABLE CURTIS M. LOFTIS, JR.
State Treasurer

MEMORANDUM

TO: Agency Finance Directors

FROM: Curtis M. Loftis, Jr.; State Treasurer 

DATE: June 10, 2011

SUBJECT: Fiscal Year End Requirements for SCEIS 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 will appreciate your usual cooperation in adhering to the following instructions:

1. All deposit transactions for cash received by the agency as of June 30, 2011, should be submitted as a period 12, FY2011 transaction and must be received in the State Treasurer's Office workflow inbox not later than 10:30 a.m. on Friday, July 15, 2010. See Section 6 for entry instructions.
2. Deposits for Period 12 (FY2011), and Period 01 (FY2012), must be deposited on separate deposit slips and entered as separate transactions in SCEIS.
3. If cash received by the agency as of June 30, 2011 has not been deposited by the agency and received in the State Treasurer's Office workflow inbox by 10:30 a.m. on Friday, July 15, 2011, it will be necessary to record this deposit as a Fiscal Year 2011-2012 transaction.

Agencies are reminded that the year-end cutoff for Fiscal Year 2011-2012 revenue is subject to audit and the agency must maintain documentation to support the cutoff.

4. If cash is received and deposited by an agency in July 2011 for Refund of Expenditure or Refund of Travel for Fiscal Year 2010-2011, use Period 12 on these deposits and must be received in the State Treasurer's Office workflow inbox not later than 10:30 a.m. on Friday, July 15.
5. EFFECTIVE JULY 1, 2011, PLEASE IDENTIFY ALL FISCAL YEAR 2011-2012 (cash received after June 30, 2011) 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, 2011, the "Posting Date" on the header record must be June 30, 2011 to record the deposit as a Fiscal Year 2011 revenue,
 - b. If the deposit is for revenue recorded on or after July 1, 2011, the "Posting Date" on the header record should be the default or current date,
 - c. Please be reminded that in all cases, A&B above, in the field entitled "Document Date" on the header record, the entry must always be the actual date of the bank validation on the deposit slip.

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.