



TO: All Financial Managers AC201702
FROM: Trina Brietske, Daily Processing Program Manager
DATE: July 18, 2016
SUBJECT: **FY16 Year-End Closeout**

PLEASE PASS THIS INFORMATION TO THE APPROPRIATE PERSONNEL

In conformance with the Code of Iowa, Chapter 8.33, 8.62, and various appropriation bills, after August 31, 2016 SAE will begin to revert any remaining appropriation balances for fiscal year 2016 and to roll balances forward to fiscal year 2017.

[Section 235, Year-End Procedures](#) of the State Accounting Policy and Procedures Manual provides guidance to departments on closing out the fiscal year. Below are some of the procedures I want to emphasize as we approach the **August 31 deadline**. If these items are relevant to your department, I would appreciate your review so we can complete the FY16 closing promptly and continue the transition to FY17. If applicable, a link to the policy section is included.

YEAR-END CUT OFF - CLAIMS [235.100](#)

Because the deadline for FY16 claim processing is Wednesday, August 31, I encourage you to submit all remaining FY16 claims as soon as possible. Prompt submission ensures issues can be resolved prior to the FY16 close, so the Appeal Board process will be avoided. Submission by the deadline includes first time submissions as well as any items under discussion.

To ensure timely payment of remaining claims for FY16, *claims must be received in DAS-State Accounting Enterprise-Daily Processing by the end of the working day as follows:*

AUGUST CUT OFF DATES

August deadlines are located on SAE's website - [August Cut Off Dates](#)

Claims received after these dates may or may not be processed by the end of the fiscal year.

Claims not processed by August 31 must be processed through the State Appeal Board process.

PAYROLL EXPENSES

If an employee is paid back pay for FY16 during the hold open period (11 IAC 53.4(7)a), the back pay must be paid on/before the July 29, 2016 pay period (written August 16, paid August 19). After payroll processes, an accounting document will need to be prepared to move the expenses from FY17 to FY16. Back pay for FY16 paid after the July 29 pay period must be submitted to the State Appeal Board for approval.

For example, an employee was due a step increase in the 5/20/16 pay period, but did not receive it. They received a retroactive pay increase in the 7/1/16 pay period. The employee is due back pay for 3 pay periods that represent FY16. The back pay is paid via payroll in the 7/1/2016 pay period, but the expenses that represent FY16 back pay must be manually charged back to FY16 after payroll has

processed.

FY16 CANCELED WARRANTS 235.800

Any warrants charged to FY16 funding sources scheduled to be canceled should be submitted immediately. Request for the cancellation of warrants written on FY16 funds should be submitted no later than Tuesday, August 30. Depending on workloads, requests for cancellations after that date may or may not be reflected in the FY16 financial reports.

SEPTEMBER CUT OFF DATES

September deadlines are located on SAE's website - [September Cut Off Dates](#)

Corrections and carry-forwards relating to FY16 will be processed through Thursday, September 15.

CORRECTIONS/CARRY-FORWARDS OF FEDERAL MONEY

Occasionally it is necessary for some departments to make corrections/adjustments to their accounting records once they have had the opportunity to review their monthly accounting reports. Changes of this nature will be allowed through Thursday, September 15. This process includes the entries necessary to carry forward federal and/or other funding to FY17 when appropriate. If you have questions, contact [Jay Cleveland](#).

⇒ **To meet GAAP reporting requirements and statewide auditing requirements, SAE is unable to process FY16 accounting activity after Thursday, September 15.**

OUTDATED WARRANTS 235.800

All unredeemed warrants written in February 2016 will outdate on August 31, 2016. See Procedure 235.800 for additional information.

REVENUE/RECEIPTS

All documents for **all funds** that are processed to move revenues forward or carry appropriation balances forward to FY17 **must be reviewed and signed** by your Department of Management (DOM) budget analyst.

You may scan a copy of the necessary revenue modification document to your DOM budget analyst. After the document has been signed by DOM, attach a copy of the electronic approval to the original document and send it to DAS-SAE for final approval in I/3.

This requirement is *in addition* to the requirements already defined in the DAS-SAE Accounting Policy and Procedures Manual, [Procedure 235.850](#). If you have questions regarding these documents, email [Joel Lunde](#) or call him at (515) 281-7072.

These transactions must be received by DAS-SAE-Daily Processing no later than 2:00 pm, Tuesday, September 15 for FY16 processing.

If you have questions, please contact me by phone or email at [Trina Brietske](#).

