

Avery D. Niles, Commissioner



DIVISION OF FINANCE
ANDREW R. LAARHOVEN, CHIEF FINANCIAL OFFICER

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MEMORANDUM

To: All DJJ Employees
From: Andrew R. Laarhoven
Chief Financial Officer
Date: April 2, 2018
Subject: Fiscal Year 2018 Year-End Close Out Schedule

State Fiscal Year 2018 ends **June 30, 2018**. The dates outlined must be observed by all business personnel, administrators and program managers to ensure a successful year-end close for the Division of Finance.

As a reminder, all financial staff should prioritize any planned fourth-quarter expenditures to optimize funds available for surplus at fiscal year-end. Please work closely with your Budget Analyst to assess the need for any one-time expenditures on items such as equipment or technology purchases, vehicles, contractual services, capital outlay or other initiatives. One-time expenditures should be limited to essential items only.

- **TEAM WORKS CLOSING DATES**

DJJ users may enter data into the statewide accounting system, TeamWorks Financials (formerly PeopleSoft), up to the close of business on **Friday, June 29, 2018**. This includes the following modules: Accounts Payable, Accounts Receivable, and Purchasing.

- **ACCOUNTS PAYABLE**

Generally Accepted Accounting Principles (GAAP) require that all invoices dated on or prior to **June 30, 2018** be recorded as expenses in **FY 2018**. All invoices dated **June 30** and prior should be submitted to the Office of Accounting by **Friday, July 6, 2018**. If invoices are received after **Friday, July 6, 2018**, the Office of Accounting reserves the right to record the expense in the current year as a voucher or wait until **FY 2019** to record the expense.

Field users who have input capabilities should be reminded **not** to begin entering **FY 2019** vouchers until **Monday, July 16, 2018**. Direct all accounts payable questions or request for exceptions to Renee Pullin, Assistant Accounting Director.

- **PROCUREMENT, REQUISITIONS, & PURCHASE ORDERS**

The deadline for submitting requisitions that require bidding has now expired, with the exception of Sole Source. Requisitions for **FY 2019** purchases that need to be publically bid or announced can be posted but cannot be awarded until after **July 1, 2018**.

The deadline for submitting requisitions for **FY 2018** is **Monday, April 30, 2018**. Purchase Orders issued after **April 30** will be approved on emergency basis only. Emergency Requisitions and Purchase Orders will be evaluated by both the Office of Budget Services and the Procurement Office. When submitting final fiscal year requisitions, please **only** place orders for goods and services to last thru the beginning of the subsequent fiscal year. **Do not** submit requisitions for excess goods and services that will sit on inventory. **FY 2019** Purchase Order processing will begin on **Monday, July 16, 2018**.

It is imperative to pay close attention to submitting all purchasing requests within these prescribed deadlines to prevent the lapsing or overspending of current year state funding.

All Contract Assessment Reports, Renewal Contract documents and new contract documents must be submitted and signed prior to implementation, no later than **May 15, 2018**. This includes adding additional lines to multi-year Purchase Orders. Do not set up requisitions or Purchase Orders until all documents have been approved.

Please review all open purchase orders for status using the 0PO013 query for your respective origins. Current year (**FY 2018**) POs must be “de-encumbered” if the encumbered funds will not be used within the current fiscal year. If the encumbrance should remain open past **June 30** (with the exception of multi-year purchase orders – i.e. copiers), please seek approval from the Office of Budget Services prior to close of business **Thursday, May 31, 2018**.

Please be aware that the Office of Planning and Budget (OPB) and the State Accounting Office (SAO) will be working with DJJ to identify POs established prior to **FY 2018** with little to no recent activity in order to determine any need to keep POs open, or where appropriate, to close remaining POs and remit the funds to the State Treasury.

- **PURCHASING CARDS and STATEMENTS**

All P-card transactions will be suspended from **Friday, June 8, 2018 – June 30, 2018**. Any exceptions will need to be coordinated through Rachelle Paramore, Purchasing Card Program Administrator. The **FY 2018** final reconciliation must be completed by **Friday, June 22, 2018**.

All credits during this time will be applied to the **FY 2018** budget.

- **TRAVEL & PER DIEM/FEE STATEMENTS**

FY 2018 travel and per diem/fee statements must be RECEIVED by the Office of Accounting by the close of business on **Friday, July 6, 2018**.

Please be reminded that travel and per diem/fee statements claimed through **June 30** must be claimed in **FY 2018**. Expenses claimed for travel and services subsequent to **July 1** should

be entered on separate statements in **FY 2019**. Please contact Lashawnda Wheeler (Accounts Payable/Agency Concur Coordinator) with any travel and per diem/fee related questions.

- **PURCHASE OF SERVICES**

All invoices for specialized residential services, electronic monitoring, and provider homes must be received by the Office of Accounting by the close of business on **Friday, July 6, 2018**.

Please note that all payments for June (and prior) services should be processed in **FY 2018**.

- **LOCAL BANK REPORTING**

Custodians of local facility bank accounts should submit the monthly reconciliation reports to Christel Waye, General Ledger Accountant, no later than **Friday, July 6, 2018**. Information from these reports must be recorded and verified on the department's general ledger before closing general accounting. Please call your bank if necessary to obtain your statement.

- **FACILITY REVENUE - CASH**

By the close of business on **Friday, June 22, 2018**, each facility should notify Shanta Jackson, Accountant I (Accounts Receivable), via email as to the total amount of cash intended for deposit in the department's general fund.

If necessary, contact the Office of Accounting prior to June in order to address any questions about this process. This information is critical in ensuring that all **FY 2018** revenue is recorded by **June 30, 2018**.

- **NATIONAL SCHOOL LUNCH PROGRAM (NSLP)**

All reports for the NSLP should be forwarded to Lauren Gean, Director of Nutrition. These reports are normally due to the Office of Accounting on the **5th** workday of each month. Since it is the fiscal year closing period, it is imperative that these reports be either transmitted electronically or faxed to the Office of Accounting on time by **Thursday, July 5, 2018**. These reports must be accumulated, in total, to establish the correct amount of **FY 2018** federal revenue applicable to this program.

- **CONSUMABLE INVENTORIES**

YDC's should submit their **June 30, 2018** consumable inventory balances (food and consumable supplies) to the Office of Accounting (Attention: Christel Waye, General Ledger Accountant) by **Friday, July 6, 2018**. These balances should be segregated by food purchases, USDA donated commodities, and supply inventory.

- **GENERAL**

In addition to those specific areas noted above, staff should strive to be **"current"** by the end of **May 2018**. "Current" is defined as submitting all invoices received through April to the

Office of Accounting. It also means all purchases intended to be made in **FY 2018** should have either been made or planned accordingly to be processed within established deadlines.

The department is required to complete several legal and compliance requirements at **June 30** of each year. As a **decentralized operation**, it is critical that all staff involved with the **processing or approving** of financial data make a conscience effort in adhering to these guidelines. If you have any questions, please **DO NOT HESITATE** to contact the following individuals:

Matt Cooper, Accounting Director	(404) 508-5123	matt.cooper@djj.state.ga.us
Renee Pullin, Assistant Accounting Director	(404) 508-6690	renee.pullin@djj.state.ga.us
Christel Waye, General Ledger Accountant	(404) 508-7225	ChristelWaye@djj.state.ga.us
Shanta Jackson, Accountant 1 (Accounts Receivable)	(404) 508-6628	shanta.jackson@djj.state.ga.us
Lashawnda Wheeler, Financial Ops Generalist III (Accounts Payable & Concur)	(404) 508-6626	LashawndaWheeler@djj.state.ga.us
Catherine Ice, Agency Procurement Officer (APO)	(404) 508-6694	CatherineIce@djj.state.ga.us
Rachelle Paramore, Procurement Officer (P-Card Administrator)	(404) 508-6616	RachelleParamore@djj.state.ga.us
Steven Williams, Budget Director	(404) 508-6523	steven.williams@djj.state.ga.us
Lauren Gean, Director, Nutrition	(404) 508-6699	LaurenGean@djj.state.ga.us

****FY 2019 will be unavailable for data input until Monday, July 16****

One Team-One Mission

cc: Avery D. Niles, Commissioner
 Joe Vignati, Assistant Commissioner
 Sean Hamilton, Assistant Commissioner
 Bakia Parrish, Deputy CFO
 John Pearson, Deputy Commissioner
 Pamela Johnson, Deputy Commissioner
 Shawanda Cobb-Reynolds, Deputy Commissioner
 Catina Martin-Fenner, Deputy Commissioner
 Margaret Cawood, Deputy Commissioner
 Jean Lee, Associate Superintendent
 William Smith, Chief Audit Executive
 Scott Cagle, Director
 Agency Financial Liaisons