

**DEPARTMENT OF FINANCE AND ADMINISTRATION  
OFFICE OF ACCOUNTING  
MEMORANDUM**

**TO:** Chief Fiscal Officers

**FROM:** Paul S. Louthian, CPA   
Administrator

**DATE:** June 2, 2016

**SUBJECT:** Important Fiscal Year-End Information

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In an effort to expedite the final year end reimbursements from general revenue, please submit multiple requests for reimbursements during the month of June 2016. This will provide for a more even work flow and allow adequate time to correct any errors that could result in reimbursement requests not being processed prior to fiscal year end. The last day to submit FY2016 expense reimbursements through the interface for **guaranteed** processing is Wednesday, June 22, 2016.

It would be prudent to request the 80% advance on or about the 16<sup>th</sup> of June. You will need to contact Curt Whitley at (501) 683-2459 or Debbie Rogers at (501) 682-5402 or you can email the funds group at [DFA.OAFunds@dfa.arkansas.gov](mailto:DFA.OAFunds@dfa.arkansas.gov) to verify the total available funding prior to requesting the 80% advance. At that point, review your commitment items, other than salaries and matching, and process as much of these items as possible. Please request reimbursements from special funds such as critical maintenance as early in June as possible.

Expenses that support reimbursement requests must be completely processed through the system to be considered. One of the most common errors involves the posting base line date. This is easily avoided by checking to make sure this date is set on or before the date the file is submitted. In the event errors are not corrected prior to fiscal year end, reimbursement requests submitted for FY2016 **will not** be processed in FY2017 against new year funding and appropriation.

As in the past, please submit a completed reimbursement without amounts for final distribution. You will need to include the general ledger codes for which you wish to receive reimbursement and have available budget and fund balances.

Use general ledger codes with the largest amount of expenditures, especially for any M&O requests.

Every effort will be made to process your reimbursement requests as quickly as possible. By verifying the accuracy of your final interface files and available remaining budget, you can greatly reduce the errors that could result in reimbursements not processing prior to year end.

If you have any questions, please contact Melanie Hazeslip by phone at (501) 682-5229 or email at [melanie.hazeslip@dfa.arkansas.gov](mailto:melanie.hazeslip@dfa.arkansas.gov).