


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

TO: Chief Fiscal Officers

FROM: Andy Babbitt, MBA, CPA, CFE 

DATE: May 27, 2025

SUBJECT: Important Fiscal Year-End Information

In an effort to expedite the final year end reimbursements from general revenue, please submit multiple requests for reimbursements during the month of June 2025. This will provide for a more even workflow 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 FY2025 expense reimbursements through the interface for **guaranteed** processing is Friday, June 20, 2025.

It would be prudent to request the 80% advance on or about the 15th of June. You will need to contact Curt Whitley at (501) 683-2459 or Kevin Carr at (501) 682-5402 or you can email the funds group at DFA.OAFunds@dfa.arkansas.gov to verify the total available funding prior to requesting the 80% advance. At that point, you should 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. Remaining funding distributions for Educational Excellence Trust Fund and Work Force 2000 Development Fund will be made at the end of June.

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 FY2025 **will not** be processed in FY2026 against new year funding and appropriation. **PLEASE** be mindful of this when submitting expense files at the beginning of the next fiscal year. **You SHOULD NOT include any expenses on those files that were incurred PRIOR to 6/30/2025.**

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:

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