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DEPARTMENT OF FINANCE

August 16, 2011

REVISED

8/18/11

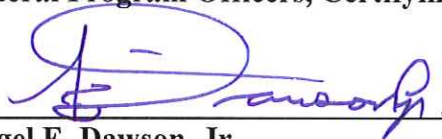
FINANCE MEMORANDUM NO. 13-2011

TO: DEPARTMENT AND AGENCY HEADS

SPECIAL ATTENTION TO:

Fiscal Officers and Supervisors of Accounts
Federal Program Officers, Certifying Officers

FROM:


Angel E. Dawson, Jr.
Commissioner

RE: FY'11 Year-End Closing / FY'12 Opening Preparation

To facilitate the year-end closing and opening process in the Enterprise Resource Planning (ERP) system, for FY'11 and FY'12, respectively, the Department of Finance (DOF) hereby requests your ongoing cooperation to achieve the following results:

- Transactions related to FY'11, must be properly recorded and accompanied with the relevant supporting documents by September 30, 2011,
- Requisitions to encumber FY'11 funding, must be submitted to the Department of Property & Procurement (P&P) by September 16, 2011,
- Existing federal grants with an expiration date as of September 30, 2011, or earlier, will be changed to a status of "inactive" by September 30, 2011. Any outstanding obligations, with respect to grants that fall within this category, must be encumbered by September 30, 2011,
- Existing federal grants with an expiration date subsequent to September 30, 2011 will remain "active" with transaction processing to continue as normal until the grant expires, and
- Adjustments related to FY'11 must be delivered to DOF, on or Before October 31, 2011 **NO EXCEPTIONS.**

We do not anticipate any delays in the FY'11 year-end closing and FY'12 opening process. As such, please be mindful that the aforementioned deadlines must be adhered to in order for current and future objectives to be achieved.

Should you have any questions regarding this memo, please feel free to contact Ms. Clarina Modeste Elliott at (340) 774-4750 Ext. 2313 or Ms. Muriel Fenton at Ext. 2111.

Thank you for your understanding and continued cooperation.