

GOVERNMENT OF  
THE UNITED STATES VIRGIN ISLANDS

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DEPARTMENT OF FINANCE

FINANCE MEMORANDUM NO. 004-2011

TO: DEPARTMENTS AND AGENCY HEADS

SPECIAL ATTENTION:

Directors, Business & Administrative Services  
Fiscal Officers and Supervisors of Accounts  
Federal Programs Officers

FROM:

A handwritten signature in blue ink, appearing to read "A. Dawson, Jr.", is written over a horizontal line.

Angel E. Dawson, Jr.  
Commissioner

RE: DOF Financial Management Meeting FY2011

DATE: January 13, 2011

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The Department of Finance (DOF) invites your staff to the first Financial Management Meeting of FY2011 regarding the ERP account coding verification, data cleanup and other processing matters that affect GVI financial reporting. Meetings will be held at the Curriculum Centers on St. Thomas, Tuesday, February 1, 2011 and on St. Croix, Wednesday February 2, 2011, beginning promptly at 9:00am, and ending at 4:00pm.

As we continue maintenance and data clean-up efforts within the ERP, DOF is again enlisting the assistance of each Department/Agency in making ERP data more accurately reflect the general ledger classifications, particularly for expenditures. It is our responsibility to maintain accurate financial information and to remain in compliance with audit guidelines.

Additionally, areas such as Procurement, Budgeting/Federal Grants Processing, Human Resources and Payroll will be addressed.

Please contact Mrs. Joyce McCleverty in the Office of the Commissioner at 774-4750, Ext. 2264 to confirm your staff's attendance. If there are any questions or concerns regarding this Memorandum, please contact Clarina Modeste-Elliott, Director of Accounting at 774-4750, Ext. 2313.

We ask for your continued cooperation and assistance in refining the information contained in the ERP system of the Government of the Virgin Islands.

cc: Honorable John P. deJongh, Jr., Governor of the U.S. Virgin Islands  
Louis Penn, Sr., Chief of Staff  
Valdamier O. Collens, Executive Assistant Commissioner  
Carolyn D. Thomas, Deputy Commissioner of Administration