INDIANA WORKFORCE DEVELOPMENT

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Ronald L. Stiver, Commissioner

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TO: All DWD Employees

FROM: Ronald L. Stiver, Commissioner RLS

THRU: Monty W. Combs
Deputy Commissioner/Controller MWC

DATE: April 15, 2005

SUBJ: Commissioner's Directive # 2004-25
Fiscal Year-End Close For FY '04-05

RE: All funding sources administered by DWD

PURPOSE: To inform all staff of guidelines and cut-off dates for processing administrative claims, purchase orders, Journal Vouchers, travel vouchers and reporting fixed assets at fiscal year-end.

RESCISSIONS: None.

CONTENT: As is customary each year, the State of Indiana will be closing its financial books in June and setting up its new books and accounts for the fiscal year that begins on July 1st. As always, this effects when we need to receive payment documents in order to get them paid in this fiscal year.

The annual cut-off date to submit administrative claims and travel vouchers to Accounts Payable for the current fiscal year is ***June 10, 2005.*** Claims should not contain dates for the costs of goods, services or travel that occur later than June 10th. Accounts Payable will process the payment documents quickly and will submit as many as possible to the Auditor of State by the required due date of June 17th. All claims submitted after the DWD internal due date (or invoices that indicate goods or services received after that date) will not be processed with the Auditor of State until July 1, 2005. The State Auditor's Office closes down its document processing for two (2) weeks at fiscal year end and may experience backlogs at the July 1st startup. As in the past, this may delay payments. Please allow for such a delay before calling to obtain the status of a reimbursement check or payment.

Journal Vouchers are due to the Auditor of State by 4:00 p.m. Monday, June 13th unless a special exception has been requested and granted in writing.

The deadline for new Purchase Orders to be delivered to the Office of the Auditor of State to be encumbered from 2004-05 funds is June 17th at 4:30 p.m. Existing Purchase Orders should be reviewed for receivers and invoices that have not been submitted in an effort to clear out as many as possible.

All fixed asset adds, changes, and retirements of $20,000 or more through June 30, 2005 are to be reported by July 11, 2005.

EFFECTIVE DATE: Immediately upon receipt.

ENDING DATE: June 30, 2005.

ACTION: Submit all available administrative and travel claims for the current fiscal year to Accounts Payable by June 10, 2005. Staff may continue to submit claims past that date. However, those claims will not be submitted to the Auditor of State until July 1, 2005 per the State Auditor's year-end closing instructions. Purchase Orders, Journal Vouchers and Fixed Assets are to adhere to the above outlined dates. Questions regarding these guidelines may be directed to Pat Tweedy, Accounts Payable Manager, at 232-7726 or Missy Wolfe, Assistant Manager, at 233-6673.

REVIEW DATE: June 30, 2005.

OWNERSHIP: Accounts Payable Section

MWC/PLT: pt

cc: File YREND05