

# BUDGET LETTER

		<b>NUMBER:</b>	17-28
<b>SUBJECT:</b>		<b>DATE ISSUED:</b>	October 24, 2017
ACCOUNTING MONTH-END CLOSING REQUIREMENTS FOR FISCAL DEPARTMENTS		<b>SUPERSEDES:</b>	BL 17-02
<b>REFERENCES:</b>		STATE ADMINISTRATIVE MANUAL SECTIONS 7900 ET SEQ, BUDGET LETTERS 17-06 AND 17-09, GOVERNMENT CODE SECTIONS 13310 AND 13344	

TO: Agency Secretaries  
 Department Directors  
 Departmental Budget and Accounting Officers  
 Department of Finance Budget and Accounting Staff  
 FISCAL Retention Coordinators

FROM: DEPARTMENT OF FINANCE

**NOTE: Accounting Officers are requested to forward a copy of this Budget Letter (BL) to the Department's Procurement Office and Internal Audits.**

This BL informs departments using the Financial Information System for California (FISCAL) for their accounting functions of month-end closing (MEC) requirements for FY 2017-18.

<b>Deadlines and Deliverables</b>	
<b>November 30, 2017</b>	1. Close accounting periods through August. 2. Complete reconciliation and Plan of Financial Adjustments (PFAs) through July.
<b>December 29, 2017</b>	1. Close accounting periods through October. 2. Complete reconciliation and PFAs through October.
<b>January 31, 2018</b>	1. Close accounting periods through December. 2. Complete reconciliations and PFAs through December.

Existing state policy requires departments to complete MEC and reconciliations within 30 days after the end of the month. During the implementation of FISCAL, recognizing the level of difficulty through the transition and various factors that required more time to complete MEC, a temporary exemption to this policy is granted. In the meantime, Department of Finance has continued to provide accounting support and training for departments using FISCAL to enhance your success in MEC and year-end closing (YEC). In person training available for departments includes Accounting Overview, Plan of Financial Adjustment and Agency Reconciliation, MEC and YEC classes. The PowerPoint presentations from prior classes and e-Learning courses are available on the Finance website:

[http://www.dof.ca.gov/Accounting/Consulting\\_and\\_Training/FISCAL\\_Training/](http://www.dof.ca.gov/Accounting/Consulting_and_Training/FISCAL_Training/). Both in-person and e-Learning courses should be used as resources during MEC.

FISCAL departments must report progress completing MEC tasks as requested by Finance or FISCAL. Departments must assess their current status and determine next steps to meet these deadlines, such as making the necessary resources available, prioritizing workload, working overtime, etc. Finance has partnered with FISCAL to ensure there is sufficient support for departments. Onsite support is available at Finance to assist departments understand the business processes/policies, assist with MEC processes and reconciliations to meet these deadlines. In addition, FISCAL offers User Support Labs (USLs) on an ongoing basis for departments who need assistance with transactional support using FISCAL. USLs provide an opportunity for individuals to bring in real work and receive assistance from FISCAL On-site Support Office staff.

To enhance efficiency and coordination, close and timely communication among departments, the assigned Finance accounting analyst/manager and FI\$Cal retention coordinator is required. Departments should communicate with both to make arrangements for additional support. If your department cannot meet the set deadlines mentioned above, you must send a request for an extension to Finance, Fiscal Systems and Consulting Unit prior to the set deadline. The request must include the reason for your request and plan of action to comply with any remaining MEC deadlines. This request must be sent to [FSCUhotline@dof.ca.gov](mailto:FSCUhotline@dof.ca.gov) with subject title: MEC Extension Request.

If you have questions regarding this BL, please contact your assigned Finance accounting analyst/manager or through the FSCU hotline at (916) 324-0385 or by e-mail at [FSCUhotline@dof.ca.gov](mailto:FSCUhotline@dof.ca.gov).

/s/ Veronica Chung-Ng

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