

BUDGET LETTER

		NUMBER:	18-30
SUBJECT:		DATE ISSUED:	October 29, 2018
ACCOUNTING MONTH-END CLOSING REQUIREMENTS FOR FISCAL DEPARTMENTS		SUPERSEDES:	BL 17-28
REFERENCES:		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 2018-19.

Deadlines and Deliverables	
November 30, 2018	1. Close accounting periods through August. 2. Complete reconciliation and Plan of Financial Adjustments (PFAs) through August.
December 31, 2018	1. Close accounting periods through October. 2. Complete reconciliation and PFAs through October.
January 31, 2019	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. Recognizing a variety of transitional issues that the implementation of FISCAL poses for some departments in the MEC process, a temporary exemption from this policy is now available. This flexibility is intended to provide departments with additional short term relief. Department of Finance will continue to provide accounting support and training for departments using FISCAL to enhance long-term departmental 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/. 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. On-site support is available at Finance to help departments better understand the business processes/policies, and to assist with MEC processes and reconciliations to meet these deadlines. In addition, FISCAL offers user support labs on an ongoing basis for departments who need assistance with transactional support using FISCAL. These labs 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 the FISCAL retention coordinator is required. Departments should communicate with both to make arrangements for additional support. If your department cannot meet the established deadlines mentioned above, you must send a request for an extension to the Department of Finance's, Fiscal Systems and Consulting Unit (FSCU) prior to the set deadline. Departments must include the reasons for the request and plan of action to comply with any remaining MEC deadlines. To request an extension, complete the attached DF-442 form, Request for Month-End Close Extension for FISCAL Departments. The completed and signed form must be emailed to the FSCU Hotline at FSCUHotline@dof.ca.gov with the subject title: MEC Extension Request, (Department name and BU#). The due date to submit the form is November 26, 2018.

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.

/s/ Thomas Todd

Thomas Todd
Program Budget Manager

Attachment