

ALERT! ALERT! ALERT!

General Support Services
Division of Finance and Procurement
Office of the State Controller
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ALERT #132

TO: Department Controllers, Fiscal Officers and Other Interested Parties

FROM: Arthur L. Barnhart *alb*
State Controller

DATE: July 13, 2000

SUBJECT: *FY00-01 Closing Dates*
Agency Contacts for the State Controller's Office Fraud Hotline
Use of FY99-00 Personal Services Appropriation in Governmental
Funds for Sick and Annual Leave Payouts
Revised Transfer/Overexpenditure Electronic Forms
Credit Card Acceptance Agreement Orientation

FY00-01 Closing Dates

The following are COFRS month (period) end closing dates for this year. Again, every effort has been made to balance the need for timely financial reports and the agency need for time to analyze accounts to ensure an accurate close.

Period 1 Close	Aug. 11, 2000	Period 8 Close	Mar. 16, 2001
Period 2 Close	Sep. 15, 2000	Period 9 Close	Apr. 13, 2001
Period 3 Close	Oct. 13, 2000	Period 10 Close	May 11, 2001
Period 4 Close	Nov. 10, 2000	Period 11 Close	June 15, 2001
Period 5 Close	Dec. 15, 2000	Period 12 Close	July 13, 2001*
Period 6 Close	Jan. 12, 2001	Period 13 Close	Aug. 3, 2001*
Period 7 Close	Feb. 16, 2001			

* subject to change

Agency Contacts for the State Controller's Office Fraud Hotline

State agencies with staff designated to receive information acquired through the hotline need to ensure that contact names, addresses, and phone numbers are current. The State Controller's Office established a fraud reporting hotline in December 1997 (See Alert #107). The hotline was established to allow employees and other citizens to report alleged fraudulent acts involving state agencies and institutions of higher education. The State Controller's Office provides information obtained through the hotline to the two designated contacts appointed by the agency. This is done to help restrict information of alleged wrongdoing to those with a need to know. Consequently, accurate names and addresses are important



in order to send information promptly. Please send any changes in writing or by fax (303-866-4233) to Ron Keller. If you have any questions, please call him at 303-866-3539.

Use of FY99-00 Personal Services Appropriation in Governmental Funds for Sick and Annual Leave Payouts

At June 30, 2000 all annual leave accrued by state employees and 25 percent of sick leave for those state employees who will retire (52 percent, 69 percent for state troopers) should be accrued as a liability. In the proprietary funds these accruals are a fund liability. In governmental funds, using modified accrual, these accruals may or may not be a fund liability. Compensated absences should be recognized as governmental fund liabilities and expenditures to the extent the liabilities are normally expected to be liquidated with expendable available financial resources. If not a fund liability, then it is a liability of Fund 472, General Long-Term Debt Account Group.

It is the State Controller's Office's position that if an employee has given PERA and the agency notice of a date certain for retirement in the coming fiscal year, then that employee's compensated absences earned and accrued through June 30, 2000 have effectively matured and becomes a fund liability to the extent that appropriation is available to accrue personal services expenditures. In such an instance the agency should record a fund liability and an expenditure in FY99-00 to the extent that appropriation is available in the fund and line. The balance of the employee's payout in FY00-01 would be an expenditure of FY00-01.

Revised Transfer/Overexpenditure Electronic Forms

Attached are revised transfer and overexpenditure authorization forms.

Credit Card Acceptance Agreement Orientation

The State Treasurer's Office will hold another general orientation meeting on the State's Master Credit Card Agreement July 25, 2000 from 2:00 - 4:00 p.m. in Room 112 of the State Capitol (basement). If you would like an advance agenda faxed to you, please call Doug Windes at 303-866-3253.

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