



State of Louisiana
Department of Health and Hospitals
Office of Management and Finance

MEMORANDUM

TO: Assistant Secretaries
OS Bureau Directors
OMF Division Directors
MVA Directors

FROM: Sheila Savoy
Manager, BR Fiscal Office Payment Management Section

DATE: June 16, 2014

RE: 2014 Fiscal Year-End Closing Procedures

The procedures and deadlines listed below are being provided to facilitate FY2014 year-end close. Per the provisions of LA Revised Statute 39:82, **agencies are only allowed to use fiscal year 2014 funds to liquidate valid liabilities (goods received or services rendered) on or before June 30, 2014, and any item (goods or services) received on a valid FY 2014 purchase order after June 30, 2014 must be paid against 2015 appropriations. There are no exceptions.**

In order that we comply with the aforementioned legislation and meet the deadlines imposed by the state the following due dates must be adhered to:

1. **Receiving** – All items received on or before June 30, 2014 must be received in ISIS by using the **OREC screen** before the close of business on **July 7, 2014**.
2. **Invoices** – All invoices, credit memos and vendor statements for the FY2014 must be received by the Payment Management office no later than **July 31, 2014**.
 - Any invoices received after **July 31, 2014** will be paid out of 2015 appropriations. Exceptions will be handled on a case by case basis. Payment Management will not be calling vendors requesting an invoice.
 - It is your responsibility to check the status of all your open purchase orders in AGPS. If you have an order that must be processed out of the 2014 appropriations it is your responsibility to ensure the required information needed to provide the payment is received timely by Payment Management.
3. **Retainage Balance Confirmation** – A list of contract retainage balances for your agency will be sent to you. Please review, sign and return this confirmation list no later than **July 11, 2014**.
4. **Petty Cash** – All petty cash reimbursements requests for funds disbursed on or before June 30, 2014 must be submitted no later than close of business on **July 11, 2014**.

- Please submit only one reimbursement request containing disbursements made on or before June 30, 2014. Do not submitted disbursements made after June 30, 2014 on your final submittal for FY2014.
 - Requests submitted with disbursements from both FY2014 and FY2015 on one request form **will be** returned to the custodian.
5. **Petty Cash Confirmation** – Your petty cash custodians **must complete** the attached Petty Cash Confirmation and return it to Payment Management no later than close of business on **July 11, 2014**.
 6. **Travel Reimbursement** – Travel Expense statements for travel on or before June 30, 2014 must be submitted no later than close of business **July 11, 2014**.
 - Reimbursement requests for travel expenses incurred after June 30, 2014 must be submitted on a **separate** travel expense form.
 - A trip which begins on June 30, 2014 and ends on July 6, 2014 will be processed in FY2015.
 7. **Travel Advances** – All outstanding travel advances older than 90 days must be cleared and the expenditure or reimbursement processed no later than close of business on **July 11, 2014**.
 8. **Professional Fees and Services Payments** – Invoices for professional fees and services rendered on or before June 30, 2014 will need to be submitted no later than **July 11, 2014**. **PLEASE call your contractors and get your invoices from them in order to meet the stated deadline. Services rendered after June 30, 2014 will be processed in FY2015.**

Any information requested in this memorandum should be sent to:

DHH-Payment Management
Attn: Sheila Savoy
P.O. Box 91117
Baton Rouge, LA 70821-9117

Please make every effort to comply with the procedures outlined above. Timely processing of all payments is imperative to ensure the expenditures are appropriately accounted for in FY2014. Requests for payments not received in accordance with the aforementioned procedures and deadlines may result in those expenditures being process in FY2015.

If you have any questions or concerns, please contact me at Sheila.Savoy@la.gov.



2014 Petty Cash Confirmation
Department of Health and Hospitals
Office of Payment Management

Please complete this form and return it to DHH-OMF-Payment Management Section, Attn: Sheila Savoy, **no later than July 11, 2014.** This information is being requested for the Annual Financial Report for the Department of Health and Hospitals that is prepared by the DHH- Office of Management and Fiancé for the 2014FY.

Please submit all vouchers dated before June 30, 2014 for reimbursement separately. Do not submit vouchers for FY2014 and FY2015 on the same request.

You may fax your completed confirmation to Sheila Savoy at 225-342-4366 or mail to DHH-Payment Management; Attn: Sheila Savoy; P. O. Box 91117; Baton Rouge, LA 70821-9117

Your prompt attention to this request will be appreciated.

Name of Custodian: _____

Petty Cash Account #: _____

Name of Facility/Agency: _____

Cash on hand as of June 30, 2014: \$ _____

Vouchers/Invoices on hand as of June 30, 2014: \$ _____

Total Petty Cash Fund: \$ _____

I hereby certify that the above stated information is accurate and correct as of the close of business June 30, 2014.

Signature: Petty Cash Custodian