

POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER 12.21	PAGE NUMBER 1 of 2
	RELATED ACA STANDARDS: NONE	
CHAPTER: 12 CENTRAL BUSINESS OFFICE	SUBJECT: FISCAL YEAR CLOSE-OUT AND START-UP	
APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:		
		
APPROVED FOR PUBLIC RELEASE		

I. AUTHORITY: 29 Del. C. §8903 (4)(5)(7); Delaware Division of Accounting annual year end and start-up memorandum

II. PURPOSE: To establish procedures for fiscal year close-out and start-up.

III. APPLICABILITY: All Department employees, volunteers, persons or organizations conducting business with the Department.

IV. DEFINITIONS: None

V. POLICY: The Central Business Office (CBO) maintains internal procedures to ensure that the Department complies with all requirements of the Division of Accounting.

VI. PROCEDURES: The State accounting system, First State Financials (FSF), is offline for a period of time for year-end closing and new fiscal year processes. The Division of Accounting distributes fiscal year close-out and start-up requirements via memo each year to State agencies. The memo identifies deadlines for submission of reports and documents to the Division of Accounting. Upon receipt, CBO will establish necessary procedures and cut off dates for the Department to ensure a successful close-out and start-up process. This information will be communicated in a timely fashion to all budget units.

The Department's fiscal staff from each budget unit will notify vendors of the FSF downtime. If a vendor requires payment during the down period, a critical payment will be processed. Critical payment requests will be submitted by CBO to the Division of Accounting on the Critical Payment Voucher form (AP001) at close-out. Agencies are notified by the Division of Accounting when the critical payment is processed and provided the FSF document number for tracking.

CBO reviews Purchase Order (PO) activity closely to ensure adequate funding is encumbered to cover the remaining projected fiscal year obligations in the following year. CBO creates a start-up listing of all Open End/Open Order POs established during the fiscal year. The listing is supplied to each budget unit financial officer for verification and modification and shall be returned to the CBO by the established due date.

POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER 12.21	PAGE NUMBER 2 of 2
SUBJECT: FISCAL YEAR CLOSE-OUT AND START-UP		

Start-up POs are entered into FSF by CBO when the system is available in July. During this process, CBO ensures the following procedures are followed:

- POs for Professional Services Contracts, Maintenance Agreements, Lease Renewals and Contractual Services include supporting documentation prior to establishing the PO (supporting documentation is attached to the PO when created) and;
- Once POs are input and verified, CBO distributed the final spreadsheet to the budget unit financial officers for review and reference. The PO listing will also be available on the Department's extranet site.