



**FINANCE AND ADMINISTRATION CABINET  
OFFICE OF THE SECRETARY**

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GOVERNOR

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TO: Constitutional Officers, Cabinet Secretaries,  
All Agency Heads, and Fiscal Officers

FROM: Holly M. Johnson, Secretary  
Finance and Administration Cabinet

DATE: March 21, 2024

SUBJECT: Closing Schedule – Fiscal Year 2024


In accordance with KRS 45.229(2), the Finance and Administration Cabinet is legally required to close the old year accounts within thirty days of June 30. The schedule of closing procedures for fiscal year 2024 is attached. It includes the deadlines for final eMARS document approvals that apply to accounting, purchasing, budgeting, and personnel matters. It is important that all agencies comply with the document completion schedule and procedures outlined in this memorandum.

**Purchases requiring Strategic Procurement Review (SPR) approval must be submitted by May 17, 2024 to obtain approval for fiscal year 2024 documents. The agency needs to allow sufficient time for SPR approval and the normal procurement process. A copy of the APPROVED SPR1 must be attached at the header of all applicable procurement/payment documents.**

During the closing period, it is important to segregate all transactions for goods and services received by June 30, 2024, from transactions for fiscal year 2025.

Statewide Accounting Services will open fiscal year 2025 in eMARS on Thursday, May 2, 2024. Any additions or changes that agencies make to departmental chart of account elements after May 2, 2024, will need to be made in both fiscal year 2024 **and** fiscal year 2025.

Deadlines vary according to the type of transaction. No deadline is earlier than Monday, April 1, 2024, and none is later than Thursday, July 11, 2024. All transactions for fiscal year 2024 must be final in the eMARS Accounting System by close of business, Monday, July 8, 2024. After Monday, July 8, 2024, all transactions will post to fiscal year 2025 and will be charged to fiscal year 2025 allotments, except those journal voucher documents necessary to close out fiscal year 2024.

  
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Holly M. Johnson, Secretary  
Finance and Administration Cabinet

March 21, 2024  
Date

The Closing Schedule shows the responsibility for approval of eMARS documents, whether Agency, Statewide Accounting Services (SAS), Office of Procurement Services (OPS), Office of the State Budget Director (OSBD), or Department of Treasury (Treasury). This should facilitate agency knowledge of document due dates for final fiscal year 2024 approval. Additional comments follow the charts. **Remember that the last date to post fiscal year 2024 documents is Monday, July 8, 2024. Only CA, JV, JVA, JV2P, JV2IN, JV2T, JV2E, JV2R, and JVC documents will be allowed to post in fiscal year 2024 after this date, and only with override approval from Statewide Accounting Services. ALL documents posting to fiscal year 2024 must be marked Final by 7:00 PM EDT Thursday, July 11, 2024.**

New Year Procurement document activity before **Friday, May 3, 2024**, must use non-accounting event types in order to validate and submit into workflow unless your agency’s fiscal year 2025 allotments have been loaded to eMARS. Agencies may check the status of their fiscal year 2024 allotments on the eMARS website <https://finance.kv.gov/Office-of-the-Controller/Pages/Year-End-Information.aspx> under the “Fiscal Year 2025 Allotments to eMARS” section.

**\*\*When creating Fiscal Year 2025 contracts before Friday, May 3, 2024, DO NOT code Fiscal Year 2025 in the Fiscal Year field or you will not be able to open the document.\*\***

**Ordered by Document Code**

Document Code	Document Description	Final Approval Responsibility	Last Day to Process Old Year	First Day to Process New Year
AD	Automated Disbursement	Agency	6/30/2024	7/1/2024
CA	Cost Allocation	Agency	7/11/2024	7/1/2024
CH	Charge Transaction	Agency	7/8/2024	7/1/2024
CR	Cash Receipt (Funds 0100 and 1100)	Treasury	6/30/2024	7/1/2024
CR	Cash Receipt (Funds Non-0100 and Non-1100)	Treasury	7/8/2024	7/1/2024
CT	Contract (Allow sufficient time for Goods Rec by 6/30) (*Attach approved SPR, if applicable, to RQS)	OPS	5/31/2024	<u>Unencumbered - 5/3/2024</u> <u>Encumbered - after New Year allotments</u>
CT	Contract Modification (Allow sufficient time for Goods Rec by 6/30) (*Attach approved SPR, if applicable)	OPS	5/31/2024	<u>Unencumbered - 5/3/2024</u> <u>Encumbered - after New Year allotments</u>
CTRP1	Contract regarding Real Properties	Facilities Mgmt / Real Properties	5/31/2024	<u>Unencumbered - 5/3/2024</u> <u>Encumbered - after New Year allotments</u>
CTRP1	Contract Modification regarding Real Properties	Facilities Mgmt / Real Properties	5/31/2024	<u>Unencumbered - 5/3/2024</u> <u>Encumbered - after New Year allotments</u>
CWA	Check Writer Accounting	SAS	6/30/2024	7/1/2024

Document Code	Document Description	Final Approval Responsibility	Last Day to Process Old Year	First Day to Process New Year
CWI	Check Writer Intercept Transfer	SAS	6/30/2024	7/1/2024
DO	Delivery Order (Allow sufficient time for Goods Rec by 6/30) (*Attach approved SPR, if applicable)	Agency	5/31/2024	<u>Unencumbered</u> - 5/3/2024 <u>Encumbered</u> - after New Year allotments
DO4	Punch-out Delivery Order (non-Procard) (Allow sufficient time for Goods Rec by 6/30) (*Attach approved SPR, if applicable)	Agency	5/31/2024	<u>Unencumbered</u> - 5/3/2024 <u>Encumbered</u> - after New Year allotments
EFT	Electronic Funds Transfer	Agency	6/30/2024	7/1/2024
GAX	General Accounting Expense/Expenditure	Agency	7/8/2024	7/1/2024
GAX2	General Accounting Revenue Refund	Agency	7/8/2024	7/1/2024
GAX3	General Accounting Balance Sheet Payable	Agency	7/8/2024	7/1/2024
IET	Internal Exchange Transaction	Agency	6/30/2024	7/1/2024
IT	Intercept Transfer	SAS	6/30/2024	7/1/2024
ITA	Internal Transaction Agreement	Agency	6/30/2024	7/1/2024
ITI	Internal Transaction Initiator	Agency	6/30/2024	7/1/2024
JV	Standard Journal Voucher	SAS	7/11/2024	7/1/2024
JV2E	Cash Expenditure Correction	Agency	7/11/2024	7/1/2024
JV2IN	Investment Adjustments	SAS	7/11/2024	7/1/2024
JV2P	Parks Receivable	SAS	7/11/2024	7/1/2024
JV2R	Cash Collected Earned Rev Correction	Agency	7/11/2024	7/1/2024
JV2T	Transfer	SAS	7/11/2024	7/1/2024
JVA	Advanced Journal Voucher	SAS	7/11/2024	7/1/2024
JVBK	Bank Transfer Journal Voucher	SAS	6/30/2024	7/1/2024
JVC	Cost Accounting Journal Voucher	SAS	7/12/2024	7/1/2024
KBUD	KBUD Budget Requests/Modifications	OSBD	7/8/2024	5/3/2024
MD	Manual Disbursement	Treasury	7/8/2024	7/1/2024
OB1	Management Budget	Agency	7/11/2024	7/1/2024
PO	Purchase Order and Modification (Allow sufficient time for Goods Rec by 6/30) (*Attach approved SPR, if applicable)	Agency	5/31/2024	<u>Unencumbered</u> - 5/3/2024 <u>Encumbered</u> - after New Year allotments
PO	Request for Spec Authority, exception to sealed bid - all purchases and modifications (Allow sufficient time for Rec by 6/30) (*Attach approved SPR, if applicable)	OPS	6/2/2023	<u>Unencumbered</u> - 5/3/2024 <u>Encumbered</u> - after New Year allotments
SC	New Year MOA/PSC exception as defined by KRS 45A.690 or agency exemption as defined by statute or the LRC – New Year SC requiring an effective date of 7/1)	OPS	NA	Now if using non-encumbering event type.

Document Code	Document Description	Final Approval Responsibility	Last Day to Process Old Year	First Day to Process New Year
SC	Old Year MOA/PSC exception as defined by KRS 45A.690 or agency exemption as defined by statute or the LRC – Old Year SC modifications for services performed by 6/30 – Place Old Year in Document Description	OPS	5/31/2024	NA
PON2	New Year Proof of Necessity Agreement- New Year PSC/MOA requiring an effective date of 7/1 (*Attach approved SPR, if applicable)	OPS	NA	Now if using non-encumbering event type
PON2	Old Year Proof of Necessity Agreement- Old Year PSC/MOA modifications for services performed by 6/30-Place Old Year in Document Description (*Attach approved SPR, if applicable)	OPS	4/26/2024	NA
PON3	Proof of Necessity Agreement New Year requiring an effective date of 07/01/2024	OPS	NA	Now if using non-encumbering event type
PON3	Proof of Necessity Agreement – Old Year modifications for services performed by 6/30 – Place Old Year in document Description	OPS	4/26/2024	NA
PRC	Commodity Based PR (*Attach approved SPR if applicable)	Agency	7/8/2024	7/1/2024
PRCC	Commodity Based PR Pro Card (*Attach approved SPR if applicable)	Agency	7/8/2024	7/1/2024
PRCI	Commodity Based Internal PR	Agency	7/8/2024	7/1/2024
RC	Receiver	NA	6/30/2024	7/1/2024
RE	Receivable	Agency	7/8/2024	7/1/2024
RQS	Standard Requisition < \$40,000- all purchases (Allow Sufficient time for Goods Rec by 6/30) (*Attach approved SPR, if applicable)	OPS	5/01/2024	5/3/2024
RQS	Standard Requisition >= \$40,000 all purchases (Allow Sufficient time for Goods Rec by 6/30) (*Attach approved SPR, if applicable)	OPS	4/01/2024	5/3/2024
CAS	Cost Accounting Setup	Agency	6/30/2024	7/1/2024
CAM	Cost Accounting Modification	Agency	6/30/2024	7/1/2024
CEC	Commodity Encumbrance Correction	Agency	6/30/2024	7/1/2024
TP	Travel Payments	Agency	7/8/2024	7/1/2024

## ADDITIONAL COMMENTS

### AGENCIES

1. Imprest/Petty Cash Reimbursement Schedules. Final imprest cash reimbursement schedules for fiscal year 2024 must be processed on a GAX document type by close of business Monday, July 8, 2024, to charge old year funds. Reimbursements processed after Monday, July 8, 2024, will be charged to fiscal year 2025. Requests for amendments to present authorities should be sent to Phil Nally in Statewide Accounting Services at [phil.nally@ky.gov](mailto:phil.nally@ky.gov).

### STATEWIDE ACCOUNTING SERVICES

1. Closing Dates. The Soft Close for accounting period 12/2024 will be Sunday, June 30, 2024. The Hard Close will be Monday, July 8, 2024. The Soft Close for accounting period 13/2024 will be Monday, July 8, 2024. The Hard Close will be 7:00 PM EDT Thursday, July 11, 2024.
2. Reimbursement Output. The last FY 2024 Reimbursement Output will run on Friday, June 28, 2024, for transactions posted through Friday, June 28, 2024.

The chart below describes the accounting periods (i.e. Fiscal Month and Fiscal Year) that apply to documents generated by Reimbursement Output.

	BILLING DATES			
	JUNE 14	JUNE 21	JUNE 28	*JULY 5
Calendar Dates Covered	06/10-06/14	06/17-06/21	06/24-06/28	07/01-07/05
RE submission Accounting Period	12/2024	12/2024	12/2024	01/2025
Open Accounting Periods for the CR submission	12/2024	12/2024	12/2024 13/2024 01/2025	01/2025

\*Documents generated from the July 5, 2024 Reimbursement Output run will post to fiscal year 2025, but may be JV'd back to fiscal year 2024 with OSBD and SAS approval.

3. Cost Allocation. Cost allocation will run for accounting period 12/2024 with the following schedule.
  - CHFS 7-1-2024
  - COT 7-1-2024
  - DMA 7-1-2024
  - EEC 7-1-2024
  - LABOR 7-1-2024

4. CA's created from the 12/2024 allocation must be posted by COB Monday, July 8, 2024.
5. Cost Allocation. Cost allocation will run for accounting period 13/2024 with the following schedule.
  - CHFS 7-09-2024
  - DMA 7-09-2024
6. CA's created from the 13/2024 allocation must be posted by COB Thursday, July 11, 2024.

**Note: The dates for Cost Allocation outlined in this Schedule pertain to internal allocations in those agencies and are not related to multi-agency billings such as COT, Printing, Fleet, etc...**

7. Encumbrances. Budget fiscal year 2024 encumbrances will be liquidated in budget fiscal year 2024 and remaining balances will be established in budget fiscal year 2025 on Thursday, July 4, 2024, except for the capital projects fund (since the budget fiscal year remains the same throughout the life of the project). **Encumbrances under \$1,000 for all other funds** will be liquidated, but they will not be re-established in 2025. Fiscal year 2025 payments against these 2024 encumbrances that were not re-established must be paid on a standalone PRC document with a memo reference to the encumbering document. Encumbrances that were re-established in fiscal year 2025 must be paid as a 2025 payment after July 4, 2024. A JV2E document may be used to move the expenditure back to fiscal year 2024. **We anticipate eMARS to be unavailable Thursday, July 4, 2024, in order to complete the encumbrance roll.**

Pending Encumbrance and Expenditure Transactions. All budget fiscal year 2024 pending encumbrance transactions, modifications, and cancellations (other than capital projects) must post to final prior to COB Wednesday July 3, 2024, allowing the encumbrance roll to complete. All budget fiscal year 2024 pending expenditure transactions, modifications, and cancellations (other than capital projects) must post to final prior to COB Monday, July 8, 2024, creating final budgetary balances. Any of the above 2024 documents in the pending phase will be rejected back to draft phase after the specified dates.

8. Annual Financial Report and Annual Inventory. The Office of Statewide Accounting Services will be requesting closing financial data for the purpose of preparing the Commonwealth's Annual Comprehensive Financial Report (ACFR) in compliance with Generally Accepted Accounting Principles (GAAP). A new process for completing and submitting the AFR Closing Package has been developed using Workiva's software, WDesk. This software has been used for the past two fiscal years for SEFA submission by state agencies and for the past four fiscal years to create the ACFR by the SAS Financial Reporting Branch. More information will be sent to agency heads and fiscal officers by Wednesday, May 1, 2024. It is extremely important that all the agencies submit their closing packages as thoroughly and accurately as possible. The fiscal year 2024 Annual Comprehensive Financial Report (ACFR) training will be held via MS TEAMS using the CRC "eMARS User Training" channel. Training dates have not yet been set, but training will occur in May or June. All preparers must complete the training due to the new collection process and updates made by the Office of the Controller for the implementation of new accounting standards issued by the

Governmental Accounting Standards Board (GASB). Additional inquiries may be sent to Jessica Pinkston at [jessica.pinkston@ky.gov](mailto:jessica.pinkston@ky.gov).

Fixed Asset Inventory. **ONLY non-expendable personal property is required to be inventoried for Fiscal Year 2024.** Certified inventory reports are due to the Office of Statewide Accounting Services by Friday, May 31, 2024. Physical Inventory Procedures are found at the following website: <https://finance.ky.gov/office-of-the-controller/office-of-statewide-accounting-services/financial-reporting-branch/Pages/fixed-assets.aspx>.

SEFA. Training will be held via MS TEAMS using the CRC “eMARS User Training” channel. Training dates have not been set at this time but will occur in May or June. It is important that all preparers attend the training due to these significant changes made by the Office of the Controller. Additional inquiries may be sent to Gina Shall at [ginac.shall@ky.gov](mailto:ginac.shall@ky.gov).

9. Because of statutory requirements, the Office of the State Budget Director and the Office of Statewide Accounting Services will not be able to unilaterally increase appropriations during the closing period.
10. All Old Year General and Road Fund revenue must post by July 8<sup>th</sup>, COB. Revenue after June 30, 2024 should be hard-coded to AP12. No General or Road Fund revenue is permitted to post to AP13.

## OFFICE OF PROCUREMENT SERVICES

Old Year Purchase requests (RQS) for all goods that are not currently on contract that exceed the agency’s small purchase limit shall be sent to the Finance and Administrative Cabinet, Office of Procurement Services, no later than Monday, April 1, 2024, for requests equal to or above \$40,000. Requests less than \$40,000 must arrive no later than Wednesday, May 1, 2024. All Purchase requests (RQS) shall be processed using the same procedures that are required per the Strategic Procurement Request process. The agency must allow enough time for the approved disposition to be returned to them and attach it to the header of the RQS. The Finance and Administration Cabinet will not begin processing the RQS until the SPR1 has been approved. **The agency must receive an approved SPR document (if applicable) before the items can be purchased by any method. All items must be received no later than Sunday, June 30, 2024 to be paid out of old year funds.** If a purchase for furniture is authorized, the Division of Correctional Industries or the Division of Surplus Property shall be utilized whenever possible.

1. Purchase Requests (RQS) Equal to or Above \$40,000 (Old Year). Old Year purchase requests equal to or above \$40,000 must be received by the Office of Procurement Services (OPS) by close of business Monday, April 1, 2024, and delivery must be assured by Sunday, June 30, 2024, to be paid out of fiscal year 2024 funds. Purchase requests submitted between now and Monday, April 1, 2024, **should state in the document comments of the purchase request one of two statements: “Delivery is desired prior to June 30, 2024,” allowing OPS to award the Contract and if delivery could not be made until after Sunday, June 30, 2024, payment would be made with fiscal year 2025 funds; or “Delivery must be completed prior to June 30, 2024,” and if the vendor could not meet the delivery requirement, OPS would not**

**issue a Contract.** *If neither of the above statements is indicated, the purchase request will not be processed until this information is received from the requesting agency. It will be the agency's responsibility to add the appropriate statement to the document comments prior to the Monday, April 1, 2024, deadline for fiscal year 2024 funding.* Due to the volume of old year purchase requests received by OPS, agencies are to submit their purchase requests as soon as possible. If an agency delays its requests until just before the deadline, the chances of processing and obtaining deliveries by Sunday, June 30, 2024, are greatly reduced. *Agencies should also ensure that their purchase request provides complete information on the transaction (i.e. adequate specifications, best value criteria, suggested sources (added to the free form vendor section), quantity, estimated price, valid account codes, etc.).* This requirement does not apply to purchase requests for the establishment of master agreements since no encumbrance of funds is involved. Agencies should not submit requests for new year purchases before Friday, May 3, 2024, and must clearly state on the purchase request that delivery is not desired or required prior to July 1, 2024. Place this information in the document comments.

2. Small Purchase Requests (RQS). For purchase requests that exceed an agency's small purchase authority, the Office of Procurement Services (OPS) may exercise its Small Purchase Authority, to a maximum of \$40,000, when it can be determined that the purchase will not exceed the estimated amount in accordance with KRS 45A.100. The small purchase request should be received in OPS by close of business Friday, May 10, 2024, to allow time for required solicitation of quotations, encumbrance of funds, contract award, and vendor delivery by Sunday, June 30, 2024. Purchase requests submitted between now and Wednesday, May 01, 2024, **should state in the document comments of the purchase request one of two statements: "Delivery is desired prior to June 30, 2024," allowing OPS to award the Contract and if delivery could not be made until after June 30, 2024, payment would be made with fiscal year 2025 funds; or "Delivery must be completed prior to June 30, 2024," and if the vendor could not meet the delivery requirement, OPS would not issue a Contract.** *If neither of the above statements is indicated, the purchase request will not be processed until this information is received from the requesting agency. It will be the agency's responsibility to add the appropriate statement to the document comments prior to the Wednesday, May 01, 2024, deadline for fiscal year 2024 funding.* Due to the volume of old year purchase requests received by OPS, agencies are to submit their purchase requests as soon as possible. If an agency delays its requests until just before the deadline, the chances of processing and obtaining deliveries by Sunday, June 30, 2024, are greatly reduced. *Agencies should also ensure that their purchase request provides complete information on the transaction (i.e. adequate specifications, best value criteria, suggested sources, quantity, estimated price, valid account codes, etc.) and has the approved SPR1 attached at the header.* The total aggregate amount cannot be artificially divided by submitting more than one requisition for the same item during the closeout period. This would be in violation of KRS 45A.100(2). Old year small purchase requests totaling \$40,000 or less will be awarded from fiscal year 2024 funds when delivery is guaranteed and completed by Sunday, June 30, 2024. Deliveries made after Sunday, June 30, 2024, will be charged against fiscal year 2025 funds. All requests must comply with the guidelines listed in the introductory paragraphs for this section.
3. Purchase Orders, Requests for Approval for Special Authority, Exception to Sealed Bid. All requests for special authority contracts with a delivery date required before Sunday, June 30, 2024, and payment from old year funds must arrive in the Office of Procurement Services (OPS) by close of business Friday, May 17, 2024, to allow adequate time for services to be performed and goods delivered by the end of the fiscal



year. Special authority contracts that are for payment only must arrive in OPS by close of business Friday, June 7, 2024. All requests must comply with the guidelines listed in the introductory paragraphs for this section and with the requirements of the Finance Policies and Procedures Manual. **A copy of the APPROVED SPR1 and the Required Affidavit for Bidders, Offerors and Contractors must be attached at the header of all procurement/payment documents.**

4. Modifications. All requests for changes to contracts issued by the Office of Procurement Services (OPS) that affect old year allotments must arrive in OPS by the close of business Friday, June 7, 2024. Agencies must process changes to their own contracts that affect old year allotments by close of business Friday, June 28, 2024.
5. Personal Service Contracts/Modifications/MOAs for Services performed by Sunday, June 30, 2024. In order to guarantee payment from fiscal year 2024 funds, agencies must submit all PSCs/Modifications/MOAs to the Office of Procurement Services (OPS) by close of business Friday, April 26, 2024, to allow adequate time to process for the June meeting of the Legislative Research Commission (LRC). Agencies that do not process PSCs and MOAs through OPS must submit all PSC's/Modifications/MOAs to LRC no later than Friday, May 10, 2024. PSCs/Modifications/MOAs arriving in OPS after Friday, April 26, 2024, or LRC after Friday, May 10, 2024, will not be processed for approval prior to the end of fiscal year 2024 and shall be paid from fiscal year 2025 funds.

New Personal Service Contracts or MOAs that require an effective date so that services begin on July 1, 2024. Agencies may submit to OPS beginning immediately, but no later than Friday, May 10, 2024, to allow adequate time to process for the July meeting of the Legislative Research Commission (LRC). Agencies should plan their contracting schedule taking into consideration the additional review process of their RFPs by the Finance Cabinet. The RFP shall be submitted at least 7 days prior to the intended RFP "let date" (published date), and a "close date" a minimum of 7 calendar days after the "let date".

## FUND BALANCES

1. **General Fund**. *All General Fund balances at the close of the fiscal year shall lapse to the surplus account of the General Fund, with the exception of statutory or budget bill authorized continued appropriations.*
2. Capital Projects Fund. Capital Projects fund balances (appropriations, allotments, cash, and encumbrances) will remain in the same budget fiscal year. No carry forward entries are required.
3. Road Fund. All Road Fund balances at the close of the fiscal year shall lapse to the surplus account of the Road Fund, with the exception of statutory or budget bill authorized continuing appropriations.
4. All Funds (except Capital Projects Fund). The final period cash report will serve as the ending balance resource as cash is not segregated by fiscal year. Agency funds are not allowed to close with negative balances. Beginning in the first week of July, Statewide Accounting Services staff will work with agencies to clean up any remaining negative cash balances. On Friday, July 12, 2024, Statewide Accounting Services

staff will begin final preparations for the Hard Close. All allotment balances except continued appropriations will lapse.

5. Requests for Fund Transfers to the General Fund. Requests for fund transfers to the General Fund must be submitted in writing to the Office of the State Budget Director by close of business Friday, June 28, 2024.