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To: Agency Accounting Coordinators

From: Ron Mavetz, Agency Support Director
Bryan Dahl, Budget Planning Director

Subject: Annual Budget and Accounting Instructions – Document 1
Preparing Budget Fiscal Year 2017 Appropriations and Closing Fiscal Year 2016

This memo accompanies the first of three documents providing information for preparing Budget Fiscal Year (BFY) 2017 appropriations and closing FY 2016 in SWIFT. It is important for agencies to follow these instructions to ensure budgets are established and closed correctly in SWIFT and to guarantee compliance with applicable laws and MMB policies. Please distribute this document to the appropriate personnel within your agency, including accounting, procurement, payroll, and H/R staff.

Important Dates for FY 2016 and FY 2017 Considerations

Date	Deadline Requirement:
May 13, 2016	Deadline for requisitions over the purchasing agency's authority that are processed through Material Management division (Under \$50,000).
June 30, 2016	Deadline for entering purchase orders and/or increasing existing purchase orders using BFY 2016 funds.
July 1, 2016	All BFY 2017 budgets should be allotted in SWIFT prior to this date.
August 8, 2016	Deadline for processing most BFY 2016 transactions.
August 12, 2016	SWIFT Hard Close.

You can access the following documents on the Minnesota Management and Budget (MMB) website. They contain information for completing the FY 2017 set up and the FY 2016 closing tasks:

- [Annual Schedule](http://mn.gov/mmb-stat/documents/accounting/fin-policies/accounting-docs/2016-agency-annual-schedule.xlsx) (http://mn.gov/mmb-stat/documents/accounting/fin-policies/accounting-docs/2016-agency-annual-schedule.xlsx)
- [SWIFT Forms Inventory](http://mn.gov/mmb/accounting/swift/forms/) (http://mn.gov/mmb/accounting/swift/forms/)
- [Statewide Financial Policies](http://mn.gov/mmb/accounting/state-financial-policies/) (http://mn.gov/mmb/accounting/state-financial-policies/)

If you have questions, please contact AgencyAssistance.MMB@state.mn.us or your executive budget officer (EBO).

**ANNUAL BUDGET AND ACCOUNTING INSTRUCTIONS:
DOCUMENT 1**

Preparing BFY 2017 Appropriations and Closing BFY 2016

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PART I. OVERVIEW

As a part of the annual budget and accounting process, Minnesota Management and Budget issues a series of documents to provide instruction to agencies on preparing BFY 2017 and closing BFY 2016 appropriations in SWIFT.

- April: Document 1 highlights several important tasks agencies must complete to successfully open BFY 2017 and close BFY 2016.
- May: Document 2 will contain final instructions for completing the process for setting up budgets for BFY 2017.
- July: Document 3 will cover preparation for BFY 2016 closing.

The only activities that may occur in budget period 2017 prior to July 1, 2016 are expense budgets, revenue budgets, anticipated transfers, grant/project budgets and encumbrances.

Stay connected!

Contact AgencyAssistance.MMB@state.mn.us with questions about these instructions.

We encourage you and your staff to sign up to receive the [Accounting Coordinators emails](https://public.govdelivery.com/accounts/MNMMB/subscriber/new?topic_id=MNMMB_275&pop=t) (https://public.govdelivery.com/accounts/MNMMB/subscriber/new?topic_id=MNMMB_275&pop=t).

PART II. PREPARING FISCAL YEAR 2017 BUDGETS

Instructions for preparing Fiscal Year 2017 budgets will be included in two documents. This document provides guidance to agencies on organizational Financial Department ID (Fin DeptID) structures, appropriations, allotments, and projects. Accounting Document 2 will provide guidance on appropriations, revenue and expense budgets, and processing appropriation transfers.

A. Organizational Structure

The current Fin DeptID structure will continue to be used for 2017. If you need to make changes or additions to FinDeptIDs, you must complete the “FinDeptID Template”. This form is available on the [MMB SWIFT website](http://mn.gov/mmb/accounting/swift/forms/) (<http://mn.gov/mmb/accounting/swift/forms/>). You can add, change, or inactivate FinDeptIDs but they cannot be moved on the associated expense and revenue tree structures.

Email AgencyAssistance.MMB@state.mn.us with questions regarding your organizational structure.

PART III. ESTABLISHING BUDGETS

A. Appropriations

Appropriations for most agencies were established last year at the beginning of the biennium. During the current legislative session, new appropriations are possible as well as modifications to existing appropriations. When establishing new appropriations, refer to the [SWIFT Appropriation Form](https://mn.gov/mmb/assets/apporp-form-2015_tcm1059-126414.xls) (https://mn.gov/mmb/assets/apporp-form-2015_tcm1059-126414.xls)

Agencies must establish a new appropriation for each program and budget activity combination in SWIFT as these fields are located at the appropriation level.

Riders with specific line item appropriation amounts stated under and apart from the main subdivision amounts must be established as separate appropriations in order to establish the correct legal level of budgetary control. The general authority provided in [M.S.16A.285](https://www.revisor.mn.gov/statutes/?id=16A.285) (https://www.revisor.mn.gov/statutes/?id=16A.285) that allows agencies to transfer operational money between programs with notification to MMB does not supersede riders that identify specific amounts for specific purposes. The rider amount is the legal level of control.

If agency management practices necessitate that a single appropriation be split into multiple appropriations, agencies must make sure that all appropriations have the same legal citation, and the sum of all individual appropriations in SWIFT equals the total appropriated amount for the specific legal citation.

B. Dedicated revenues that are direct appropriated

[MMB Policy 0301-01: Establishing Budgets](http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-3/0301-01-establishing-budgets-policy.pdf) (http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-3/0301-01-establishing-budgets-policy.pdf), “Agencies with dedicated revenues that are direct appropriated must create two appropriations. A control appropriation that collects the revenue and an expenditure appropriation. The control appropriation will transfer the direct appropriated amount into the expenditure appropriation.”

C. Conditional Appropriations

Conditional appropriations are used when certain conditions must be met prior to spending certain funds. Conditions may exist for any number of factors such as matching funding required or compliance with MMB use or other legal requirements. Agencies are responsible for ensuring appropriations are properly established as part of the spending plan certification process and that no funds are obligated or expended until the conditions of the appropriations are satisfied.

Agencies must submit an appropriation spreadsheet for all conditional appropriations. When submitting the spreadsheet, agencies must identify a conditional appropriation by marking the “**conditional**” field on the spreadsheet and adding “**CON**” to the beginning

of the appropriation name. After the appropriation is loaded into SWIFT, MMB will put the appropriation on “Hold” until the legal conditions have been satisfied. Agencies are encouraged to confer with their EBO to review what actions will be required to demonstrate compliance with conditional requirements.

Once the conditional requirements are met, the agency must submit a [SWIFT Appropriation Form](#) with attachments indicating how the requirements were met to their assigned EBO. After the EBO approves the Appropriation Entry form, MMB will activate the appropriation, remove “CON” from the appropriation name and the agency will be able to set up the allotment, revenue and expense budgets for the conditional appropriations.

D. Appropriations for Capital Projects

All capital appropriations made to an agency must be entered into the accounting system in the fiscal year in which the funds are first appropriated by law. This will ensure there is a record of all appropriated dollars and that the amount, delegation, and status of capital and conditional appropriations are clearly identified in the accounting system. Capital project appropriations set up in SWIFT during previous fiscal years do not need to be re-established for BFY 2017.

Agencies will submit an appropriation form or spreadsheet for all capital projects. After MMB has entered the appropriation, the appropriation will remain active unless the appropriation is conditional.

Conditional appropriations for capital projects will be handled with a slight variation of the general process. Legal conditions for capital appropriations may include requirements for matching funds, use agreements, rider language provisions contained in the appropriations bill, program funding review, or other statutory requirements. In all cases, state agencies are responsible for ensuring appropriations are properly established and that no funds are obligated or expended until the conditions of the appropriations are satisfied. The role of MMB is to provide oversight of these appropriations and to validate that the conditions for spending the funds have been satisfied.

Additional instructions regarding capital appropriations will be provided after the 2016 legislative session concludes. Basic information is available in [MMB Statewide Operating Policy 0302-01 Capital Appropriations](#) (<http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-3/0302-01-capital-budgets-policy.pdf>). Capital appropriations with matching requirements or grants to political subdivisions will need additional documentation to verify that the legal requirements have been met.

If you have questions regarding appropriations for capital projects or need additional information on cash and debt management, please send an email to Jennifer.Hassemer@state.mn.us.

E. Federal Fund Appropriations

FY 2016 or 2017 federal appropriations must receive approval from the legislature or the Legislative Advisory Commission (LAC) prior to being established in SWIFT. See [MMB Statewide Operating Policy 0303-01](http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-3/0303-01-federal-funds-review-policy.pdf) (<http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-3/0303-01-federal-funds-review-policy.pdf>) and [MMB Statewide Operating Procedure 0303-01.1](http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-3/0303-01-01-federal-funds-review-procedure.pdf) (<http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-3/0303-01-01-federal-funds-review-procedure.pdf>) for more information.

For questions regarding the federal funds approval process, please contact Jackie Miller at 651-201-8082 or Jaclyn.S.Miller@state.mn.us.

F. Revenue Budgets

Agencies should review year-to-date data for their BFY 2016 dedicated and non-dedicated revenue budgets and establish revenue budgets for BFY 2017 in SWIFT. Agencies can use their monthly Estimated and Actual Receipts report for BFY 2016 as a guide. Agencies that provide non-dedicated revenue estimates to MMB as part of the February forecast should ensure SWIFT represents the current estimates.

As a reminder, MMB eliminates revenue from accounts 512601-512608, 555001-555007 and 555009 when completing the Comprehensive Annual Financial Report (CAFR). Agencies are instructed to use these account codes when recording agency internal billing revenue. Agencies are to inform MMB's Financial Reporting Unit when other revenue accounts are used for an agency's internal billing process.

SWIFT will not automatically prevent receipts from being applied to BFY 2017, however agencies don't have legal authority to deposit to budget period 2017 until July 1, 2016. There is an exception for Minnesota State Colleges and Universities' (MnSCU's) summer session receipts.

An excel template is available on MMB's website to import revenue budgets at, [SWIFT Rev Bud KK Jrnl Template](https://mn.gov/mmb/assets/swift-rev_tcm1059-129942.xls) (https://mn.gov/mmb/assets/swift-rev_tcm1059-129942.xls)

G. Expense/Allotment Budgets

Once appropriations are entered in SWIFT, Expense Budgets can be posted. Establishing expense budgets builds allotment budgets. Expense budget amounts against SWIFT account codes should be entered consistent with amounts budgeted in the biennial budget adjusted for known material changes such as reductions, cancellations, legislative, or adjustments to revenues, etc.

SWIFT has two distinct types of allotments, payroll and non-payroll. Payroll allotments are created when expense budgets are entered against salary accounts. Payroll allotments are considered reserved (encumbered) when allotted. Non-payroll allotments are created when expense budgets are established against non-payroll accounts. Agencies can exceed an expense budget in non-payroll allotments as long as unobligated funds exist at the allotment level.

Agencies are reminded to use two expense level account codes to properly record their agency's internal reimbursement process (42000 – Agency indirect costs and 42030 – state agency reimbursements).

An excel template is available on MMB's website to import expense budgets at, [SWIFT Exp Bud KK Jrnl Template](https://mn.gov/mmb/assets/SWIFT-exp_tcm1059-129879.xls) (https://mn.gov/mmb/assets/SWIFT-exp_tcm1059-129879.xls).

PART IV. ADDITIONAL APPROPRIATION INFORMATION

A. Assigning Legal Level of Budgetary Control (LLBC)

Generally accepted accounting principles require states to produce a report on the legal level of budgetary control as a supplement to the Comprehensive Annual Financial Report (CAFR). The purpose of the LLBC report is to demonstrate that spending by agencies was within the authorized limits and in compliance with appropriate laws. Legal level of budgetary control (LLBC) is defined as: *"The level at which an agency's management may not reallocate resources without special approval."*

The scope of the LLBC report covers only those fund classes for which annual spending limits are established in law. These funds include; **1000; 1200; 1201; all of class 2100; all of class 2200; 2300; 2301; 2302; 2303; 2350; 2360; 2390; 2700; 2710; 2720; 2721; 2722; 2800; 2801; 2830.**

An LLBC code value of 00 thru 03 must be provided for all appropriations established in these funds.

In addition to being used for reporting, the LLBC code determines the approval workflow for appropriation transfers. Agencies should use LLBC codes 08 "Non-LLBC Fund- EBO approval required" and 09 "Non-LLBC Fund – no EBO approval required" for funds not included in LLBC reporting.

Coding LLBC

Agencies must code the LLBC at the appropriation level, for all funds listed above, by entering the LLBC code on the appropriation spreadsheet or on the Appropriation Entry form.

There are six possible legal levels of budgetary control, which are represented by the following codes:

Code	LLBC Explanation
00	Agency (agencies can move unrestricted money between programs)
01	Program (money is restricted at the program level)
02	Budget Activity (money is restricted at the budget activity level)
03	Appropriation (riders or statutes restrict movement of money)
08	Non-LLBC Fund- EBO approval required
09	Non-LLBC Fund – no EBO approval required

If you have questions on LLBC coding, please contact Mary Borresen (651) 201-8152 or Mary.Borresen@state.mn.us.

B. Fund Balance Classification

GASB (Governmental Accounting Standards Board) Statement 54 “Fund Balance Reporting and Governmental Fund Type Definitions” requires the reporting of fund balance for governmental funds in classifications based primarily to the extent to which the government is bound to honor specific purposes with the balances.

For financial reporting purposes only, the classification is required on all appropriations in funds 1000 through 2999. A fund balance is restricted, committed or assigned. See [MMB Statewide Operating Policy 0301-01](http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-3/0301-01-establishing-budgets-policy.pdf) (<http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-3/0301-01-establishing-budgets-policy.pdf>) and the SWIFT Appropriation Budget Journal Entry Form (<http://mn.gov/mmb/accounting/swift/forms/>) for more information.

C. Bookkeeping Appropriations

[M.S.16A.53, Subd. 3](https://www.revisor.mn.gov/statutes/?id=16A.53) (<https://www.revisor.mn.gov/statutes/?id=16A.53>) provides authority to eliminate unnecessary appropriations that had (on average) \$1,000 dollars or less of activity per year in the past four years. If your agency has an appropriation that meets the criteria listed in the statute, you will receive a “Bookkeeping Appropriations” email that will list the affected appropriations.

Any balances in these appropriations must be transferred to the Minnesota Management and Budget Non-Operating general fund appropriation (Fund: 1000, Fin DeptID: G9R13036, AppropID: G9R0035) unless some other disposition is specified in law.

If an appropriation has no cash balance to transfer, it must still be closed. For appropriations that meet the elimination criteria but are still needed, agencies must provide justification to Chris Johnson (Christopher.Johnson@state.mn.us), MMB Budget Operations. Agencies with similar appropriations greater than \$1,000 are encouraged to contact Chris Johnson as well.

Criteria for account elimination are:

1. Receipts to the account and transfers into the appropriation average less than \$1,000 per year in the past four years,
2. Year-end balances in the past four years average less than \$1,000 per year; and
3. The appropriation has been in existence for at least four years.

Agencies may use an XTN – actual transfer, no anticipated journal class when transferring the remaining appropriation balances. Transfer of funds must be completed, or justification for continuation must be received, no later than July 31, 2016.

Note: Do not establish an appropriation in fiscal year 2017 for bookkeeping appropriations where the remaining appropriations balances will be transferred to the MMB appropriation in BFY 2016.

D. Anticipated and Actual Appropriation Transfers

There is no authority to move BFY 2017 monies prior to July 1; therefore, agencies cannot process actual transfers of appropriation documents (XTA – transfer against an anticipated, XTN – actual transfer, no anticipated) for BFY 2017 until July 1, 2016. This includes appropriation transfers between funds and within the same fund.

Agencies can process anticipated transfers (XATs) prior to July 1 in order to set up expense budgets and encumbrances.

F. Balance Forward Prior to Close

Agencies must have a need to use the funds prior to hard close in order to complete a balance forward which can be entered beginning July 1, 2016. Agencies should anticipate the amount of money necessary to liquidate BFY 2016 certified encumbrances and **not** carry those amounts forward.

In order to balance forward funds, a BFY 2017 appropriation must have the exact coding as the BFY 2016 appropriation (same Fund-Fin DeptID-AppropID).

If you need assistance, contact the SWIFT Module Support
AgencyAssistance.MMB@state.mn.us.

G. Verifying Invested Treasurer's Cash Authorities

Some appropriations are granted the authority to retain the interest earned from the investment of their general ledger cash balances. This authority may be granted through Minnesota Statutes, Rules, or in certain circumstances required by other authorities such as the federal government. The "Invested Treasurer's Cash (ITC) Authorized Appropriations / Funds Certification" worksheet listing your agencies current ITC appropriations/funds will be sent out for you to review and update for BFY 2017. It is the agency's responsibility to communicate any deletion, modification or addition of appropriations/funds with authority to earn interest by completing the ITC certification worksheet. Submit the certification worksheet to General Accounting at GeneralAcctg.MMB@state.mn.us or MMB-General Accounting, 400 Centennial Office Building, Sara Becker. If you have questions about ITC, please contact Sara Becker at (651) 201-8153 or Sara.Becker@state.mn.us or Kathy Kirkup at (651) 201-8151 or Kathy.Kirkup@state.mn.us.

Important reminders:

1. All new appropriations including the legal citation authorizing the appropriations/funds to retain interest earnings must be entered on the ITC Appropriations/Funds Certification worksheet.
2. Any changes in appropriations/funds structure affecting ITC appropriations/ funds need to be communicated clearly on the ITC certification worksheet.
3. BFY 2017 revenue budgets for allocation of ITC earnings must be established by July 1.

4. Ensure BFY 2017 appropriations and revenue budgets set forth on the ITC certification worksheet match what is entered in SWIFT. This will allow verification that the revenue budget is operational before the beginning of BFY 2017. If the information is not verified or the revenue budget is set up incorrectly, interest could be posted to the wrong appropriation or fund or not at all.
5. Return completed ITC Authorized Appropriations/Funds Certification worksheet by June 17, 2016. Delays in this process may result in lost interest earnings or untimely interest postings.

PART V. GRANTS/PROJECTS

A. Grants/Projects

Agencies receiving federal monies must use the Grants module in SWIFT. The Grants module contains CFDA information that is required for Single Audit Reporting. Edits have been configured in SWIFT that will prevent transactions from being entered in the Federal Fund (3000) unless it is coded against a project and activity related to a grant.

Prior to incurring federal grant related expenditures, regardless of fund, agencies are required to setup a new contract, proposal and project in the Grants module. A valid CFDA and respective award data must be populated on the contract and proposal for recording and reporting federal grant related incurred expenditures.

For questions pertaining to the SWIFT Grant and Project modules, please contact Kenneth Palar at 651-201-8211 or Kenneth.Palar@state.mn.us.

For CFDA-related questions, please contact Susan Rumpca at 651-201-8150 or Susan.Rumpca@state.mn.us.

PART VI. CLOSING FISCAL YEAR 2016

A. Fiscal Year 2016 Closing Date

As noted in the [Annual Schedule](http://mn.gov/mmb-stat/documents/accounting/fin-policies/accounting-docs/2016-agency-annual-schedule.xlsx) (<http://mn.gov/mmb-stat/documents/accounting/fin-policies/accounting-docs/2016-agency-annual-schedule.xlsx>), the closing of BFY 2016 will occur over the weekend of August 12. Check the Annual Schedule for other important dates. Please verify that all agency accounting, procurement, payroll, and H/R staff are aware of the closing dates on the Annual Schedule.

B. Agency Preparations for Closing BFY 2016

Below are some considerations for closing the current fiscal year.

1. BFY 2016 year-end spending

All goods and services must be encumbered according to [MMB Statewide Operating Policy 0901-02, Fiscal Year-End Closing Transactions – Pre-Encumbrances/Requisitions, Encumbrances/Purchase Orders, Expenditures/Payment Vouchers](http://mn.gov/mmb-stat/documents/accounting/fin-policies/0901-02-closing-transactions-maps.pdf) (<http://mn.gov/mmb-stat/documents/accounting/fin-policies/0901-02-closing-transactions-maps.pdf>). Payments for services rendered or goods ordered after June 30 must be made from BFY 2017.

2. Identifying and managing risk

Appropriations made to state agencies establish upper limits on their spending; however, within these limits each agency head is responsible to ensure that funds are spent appropriately, consistent with legislative intent and obligations are not incurred that will exceed authorized resources. Further, all fee supported activities must be balanced by year-end. This means fee revenues must cover all costs, obligations, and related indirect costs.

It is important to monitor each appropriation as we approach June 30, because management intervention may be required to minimize potential budget problems. Agencies must pay special attention to those activities that:

- Depend on dedicated receipts for funding,
- May be over-obligated,
- Have a history of cash flow problems,
- Have had historical budget problems,
- Have been identified as a potential budget risk.

Most difficulties occur when realized revenues are lower than estimated or unanticipated expenditures occur. Potential problems are often related to changes in the following:

- Salary under-funding and labor contract settlements,
- Increases in employer paid health care premiums,
- Overtime, or unexpected retirement and/or separation costs,
- Changes in information systems, facilities development or operating costs,
- Increases in leases/rents,
- Professional-technical contract amendments,
- Unanticipated Attorney General or Administrative Hearing costs,
- Increases in indirect or statewide costs billings,
- Unfunded mandates or requirements in law.

Changes in any of these areas may have a dramatic impact on an agency depending on its size, composition of budget, and funding sources. The agency should look to its contingency plan to deal with unanticipated budget changes well before fiscal year-end. Once your agency has prepared any required changes, they should be reviewed with your agency's EBO.

AGENCY BFY 2017 CHECKLIST

To ensure that all budgets are set up for BFY 2017, by each deadline, MMB expects agencies to give the tasks listed below high-priority when preparing BFY 2017 budgets. Deadlines are listed on the Annual Schedule on the MMB website.

Done?	Items to Review:
_____	Review SWIFT organization structure for adds, changes, and deletes
_____	Review appropriations to ensure they are set up correctly. Be sure appropriations reference one program and budget activity.
_____	Ensure that all appropriations have correct legal citations.
_____	Ensure that all appropriations have the correct legal level of budgetary control.
_____	Fund balance classifications for Funds 1000-2999 are properly entered on appropriations.
_____	Verify that the Program and Budget Activity codes are correct. Make any changes desired for TransparencyMN reporting and FY 2018-19 budget development.
_____	Check default coding for SWIFT interfaces.
_____	Determine which appropriations/funds are authorized to receive investment income (ITC). (Note: Interest earning revenue account 512001)
_____	Establish revenue budgets.
_____	Establish anticipated transfers, if applicable.
_____	Establish expense budgets.
_____	Ensure grants are established in SWIFT for all federal receipts.
_____	Verify projects are accurately established.
_____	Establish encumbrances.
_____	Determine which dedicated appropriations may need cash flow assistance.
_____	Correct Position Funding for positions in error on the Positions with Invalid ChartStrings report (HP6670).
_____	Prepare Annual Spending Plan Certification reports and form.

AGENCY FISCAL YEAR CLOSING CHECKLIST

(MMB is providing this checklist in this accounting document for reference.)

Done?	Items to Review:
_____	Direct Appropriations with Grants/Aids allotments should be appropriation Type "01" so that they cancel at fiscal year end. There are exceptions, such as the agency having specific carry forward authority.
_____	Grants/Aids appropriations are fully encumbered by June 30. Amounts pre-encumbered/requisitioned not encumbered by June 30 must be cancelled.
_____	Revenue budgets in dedicated appropriations are adjusted to anticipate receipts in amounts sufficient to pay certified encumbrances or to cover negative appropriation balances. (This is an optional task.)
_____	All encumbrances are reviewed to ensure sufficient unliquidated balances to cover outstanding obligations.
_____	Requisitions not encumbered by June 30 are canceled.
_____	Funds are encumbered to pay Indirect Costs.
_____	Review open encumbrance and requisitions and adjust/cancel as needed.
_____	Adjust expense budgets to eliminate unobligated balances (optional).
_____	Adjust anticipated transfers (XATs) to equal zero.
_____	Advances for statutory appropriation fund transfers completed by June 30th.
_____	Settle all BFY 2016 employee travel advances.
_____	All other payroll deadlines have been met (including payroll expense transfers).
_____	All SWIFT/SEMA4 Special Billing and Indirect Costs are paid.
_____	Final review of all appropriation for: (1) Budget Structure codes correct in appropriations, (2) anticipated transfers are zero, (3) negative receipts/expenditures, (4) over obligated appropriations, (5) over expended appropriations, (6) cancellation of requisitions, and (7) negative cash balance.
_____	Review Open Appropriations to determine if the appropriation must be reduced or increased to equal the expenditures.
_____	Agencies having a need to balance forward funds prior to hard close may do so by entering transfer journals with the journal class RFW - Approp Balance Roll-Forward
_____	All encumbrance certification and encumbrance deadlines met.
_____	All expenditure and deposit corrections were made in SWIFT by the deadline.