

To: Fiscal Officers and Other State Employees Involved in Preparing and Approving State Deposits and SAM II Cash Receipt Documents

From: Nancy Holtschneider, Manager, Financial and General Services Bureau, Department of Revenue

Date: April 24, 2009

Subject: Fiscal Year-End Cut-Off Times for Cash Receipts

To assist the Department of Revenue, Investment and Cash Management Office (ICMO) in fiscal year-end procedures, please try to prepare deposits of all accumulated money and deliver the deposits to ICMO by Monday, June 29, 2009. To further assist ICMO, please ensure that your SAM II Cash Receipt (CR) documents representing the deposits are in PEND 5 status when the deposits arrive at ICMO.

If you cannot deliver all deposits to ICMO on Monday, June 29, you must deliver them by 2:00 P.M. on Tuesday, June 30 to ensure that your deposits are credited as Fiscal Year 2009 receipts. The CR documents representing the deposits should be in PEND 5 status when the deposits arrive at ICMO. If PEND 5 status is not possible at the time the deposits arrive at ICMO, the CR must move to PEND 5 status no later than 2:00 P.M.

The bank must receive your electronic funds transfers by 2:00 P.M. Tuesday, June 30, 2009, for the funds to be credited as Fiscal Year 2009 receipts. Also, the CR document for any electronic fund transfer must be in PEND 5 status no later than 2:00 P.M. on Tuesday, June 30.

Please allow the SAM II system to default to the proper accounting period when you prepare your CRs. Do not hard key the accounting period. CRs you prepare on June 30 or before must be coded to Fiscal Year 2009. CRs you prepare on July 1 or after must be coded to Fiscal Year 2010.

ICMO will close the receiving window at 2:00 P.M. on Tuesday, June 30, 2009. The window will remain closed until 7:30 A.M. on Wednesday, July 1, 2009. Beginning on this date, your deposits will be credited as Fiscal Year 2010 receipts.

If you have questions or need assistance, please contact myself at 751-5236 or Julie Ruetters at 522-5628 or by e-mail at Nancy.Holtschneider@dor.mo.gov or Julie.Ruetters@dor.mo.gov.

NDH/JR

c: Kim Lauer  
Becky Imhoff