

Fiscal Year-End Newsletter

RESOURCES AND INFORMATION

Webpage, Policy and Training

- The State Financial Services Division (SFSD) has provided a [webpage](#) this year for agencies to access State Accounting related fiscal year-end information. The webpage includes a calendar with agency deadlines and other helpful resources.
- The updated [MOM Policy 375 Fiscal Year-end](#) has been published and is now available.
- Fiscal year-end training will take place on June 8, 2016, in the DPHHS auditorium on Sanders Street. There will be two sessions, one at 10:00 AM and the other at 1:00 PM. Please choose one session. There will be 2 CPE credits available for attending the training. Registration is online and available on our [webpage](#). A link to the presentation slides will be e-mailed to attendees prior to June 8th.

SABHRS Financials

FYE Batch Processing

To help with fiscal year-end processing, in addition to the normal nightly batch processing, SABHRS Financials will run part of the nightly batch processing beginning at 9 :00 PM during the following three weekends in July:

- July 9th and 10th—AR and GL transactions.
- July 16th and 17th—GL transactions.
- July 23rd and 24th—GL transactions.

Any AR Item, Deposit, or Journal transaction interface files received on these dates will get picked up and processed by SABHRS Financials. The GL Daily Transaction and GL Balances files that are created by SABHRS Financials will be generated each night and available to the agency the next morning. If you retrieve these files be aware that on each Monday (11th, 18th and 25th) you will need to get the Saturday and Sunday versions of these files. The Data Mine update will also be run each of the weekend nights listed above.

Mass Change Requests

Agencies can request mass updates to orgs, speedcharts, and projects by submitting Mass Change Spreadsheets to the SABHRS Financial Services Technology (FSTB). These spreadsheet templates can be found using the Fiscal Year-end link on the [SABHRS Documentation webpage](#) (access to the Montana Information Network for Employees (MINE) is required). These requests are due to the SABHRS FSTB by June 14th.



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Human Resources & Payroll

For fiscal year-end human resources and payroll updates and information, visit [MINE > SABHRS Documentation > Human Resources > Year end information](#) (access to the Montana Information Network for Employees (MINE) is required).

BOARD OF INVESTMENTS

STIP Participants

Up to Thursday, June 29th at 2:00pm, state and local government STIP participants may request fiscal year 2016 STIP transactions, provided the entity has positive cash. **Any STIP buy/sell transaction requested after 2:00pm on Thursday, June 29th and thereafter will be processed as a fiscal year 2017 transaction.**

As a reminder, state STIP participants, be sure to review your SABHRS budgets for fiscal year 2017 in regard to investment revenue activity that will be recorded by BOI on your behalf. BOI will run a test document around July 29th to be sure this task has been accomplished.

STIP will now be reported on a net asset value basis for financial reporting purposes. BOI will record market value adjustments on behalf of state STIP participants prior to the FYE close. Changes will need to be made in all STIP participant separately issued GAAP financial statements. Any reference to “money market fund” or similar to or a “2a-7” like pool in relation to STIP, will need to be removed. Beginning with fiscal year 2016, GASB Statement 72 – Fair Value Measurement and Application will require additional financial statement disclosure in regard to STIP participant separately issued GAAP financial statements.

OFFICE OF BUDGET AND PROGRAM PLANNING

Schedule of Expenditures of Federal Awards

The instructions and Excel template for preparing the FY16 Schedule of Expenditures of Federal Awards (SEFA) will be forwarded to agencies and universities by June 3, 2016. As a result of the new Uniform Guidance requirements, there are several changes to the instructions and SEFA worksheet for this year’s reporting cycle, as outlined below:

- Agencies and universities will now include their external subgrant information on the SEFA worksheet. These are the subawards made to non-state entities such as local governments, counties, nonprofit organizations, etc., that were previously reported as part of the SEFA note disclosures. An additional column has been added to the SEFA worksheet for reporting these external subgrants.
- Agencies and universities will now report their beginning loan or loan guarantee balances for those loan or loan guarantees for which the federal government has imposed continuing compliance requirements. A new column has been added to the SEFA worksheet to assist with this reporting requirement.
- Agencies and universities will also be asked to disclose whether they elected to use the 10% de minimis rate for their federal indirect cost recoveries as part of their narrative.
- The SEFA submittal deadline is August 31, 2016. Earlier submittals are always encouraged.

Please contact Sonia Powell at OPBB (444-4588 or SoniaPowell@mt.gov) if you have any questions regarding these changes to the SEFA reporting requirements.