

Fiscal Year-End Newsletter

RESOURCES AND INFORMATION

Webpage, Policy, and Training

- The 2017 fiscal year-end [webpage](#) is now available 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 be held on June 7 in the DPHHS auditorium on Sanders Street. There will be two sessions, one at 8:30 AM and the other at 1:30 PM. Please choose one session. There will be 1.5 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 7.

SABHRS Financials

FYE Batch 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 8 and July 9—AR and GL transactions
- July 15 and July 16—GL transactions
- July 22 and July 23—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 (July 10, July 17, and July 24) you will need to get the Saturday and Sunday versions of these files. Be sure to communicate these fiscal year-end batch process changes with your agency's IT staff. 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 accounting help desk at saccounting@mt.gov by June 30. 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).



FYE 17

BOARD OF INVESTMENTS (BOI)

STIP Participants

Thursday, June 29, at 2:00 PM, is the deadline for state and local government STIP participants to request fiscal year 2017 STIP transactions. **Any STIP buy/sell transaction requested after 2:00 PM on Thursday, June 29, will be processed as a fiscal year 2018 transaction.**

As a reminder to state STIP participants, be sure to review your SABHRS budgets for fiscal year 2018 regarding investment revenue activity that will be recorded by BOI on your behalf. BOI will run a test document around July 28 to be sure this task has been accomplished.

STIP is now 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 fiscal year-end close.

Security Lending

As of October 2016, STIP stopped participating in the Security Lending program as managed by BOI. **STIP Participants will not have balances in SABHRS account 1643 – Cash Collateral - SL nor SABHRS account 2543 – Liab Under Securities Lend for June 30.**

BOI will record June 30 balances in SABHRS accounts 1643 – Cash Collateral – SL and 2543 – Liab Under Securities Len on behalf of Pension participants, Trust Fund Investment Pool participants, and All-Other-Fund participants.

During the fiscal year-end 2017 closing period, BOI will record Security Lending earnings/expense on behalf of STIP participants for activity through October 2016. For other participants, BOI will record the earnings/expense activity pertaining to the entire fiscal year.

INTERCAP Loans

Amortization schedules updated for fiscal year 2018 will be mailed to borrowers in June.

INTERCAP disburses loan funds on Fridays. Therefore, the last day in fiscal year 2017 for funding state and local government loans is Friday, June 23.

OFFICE OF BUDGET AND PROGRAM PLANNING (OBPP)

Schedule of Expenditures of Federal Awards (SEFA)

The instructions and Excel template for preparing the fiscal year-end 2017 SEFA will be forwarded to agencies and universities by June 9. There are several changes to the instructions for this reporting cycle, as outlined below:

- Grants with Unknown Catalog of Federal Domestic Assistance (CFDA) numbers (formerly classified as **.999, miscellaneous, non-major grant awards) are now required to be shown in a new format, depending on whether the award is related to research and development. For non-research and development awards, the revised format is **.U01, **.U02, etc.; for research and development awards, all awards are shown in the **.RD format.
- National Science Foundation awards received after January 14, 2013, are now required to be classified as research and development.
- National Institutes of Health awards received after December 26, 2014, are also required to be classified as research and development.

Agencies and universities will continue to enter their external subgrant information on the SEFA Shell Worksheet and report certain beginning loan balances, along with the value of non-cash assistance and donated property.

The SEFA submittal deadline is August 31. Earlier submittals are always encouraged.

Please contact Sonia Powell at OPBB (444-4588 or SoniaPowell@mt.gov) if you have any questions regarding your agency or university SEFA reporting requirements.