

2013 SAD Training

Interentity Loan Reminders

Use of Cash

- Payment for goods
 - Use 1104 first
 - Request IE loan if needed
 - May use 1306/2106B unless there is positive cash
- Do not use warrants or electronic payments – use IU or SWI journal source
 - Exception: Payments dealing with Unemployment insurance (UI)

Negative Cash

- No negative cash at FYE
- Sell STIP before loan is approved
 - Deadline: 2:00 p.m., June 27, 2013
 - Board of Investments FYE STIP Procedures Memo

<http://www.investmentmt.com/STIP/Default.mcp>

Negative Cash & Agency Funds

- No 1306/2106B Balances
- Should **not** need loan at year-end
- Negative Cash – determine reason
 - Invested in STIP – sell STIP
 - Excess cash dispersal – collect over-distributed funds by June 30th
 - Negative cash must be investigated and resolved