

# State of Alabama



Department of Finance  
Office of the Comptroller  
Montgomery, Alabama 36130-2602

---

TO: Agency Accounting Contacts

DATE: September 10, 2015

SUBJECT: CRITICAL DATES REMINDER – FY 15 END & FY16 BEGINNING

Please remind all affected staff of these critical dates. Agency Accounting Contacts were notified on June 15 that the End of Year memorandum and calendars were published and available on line at:

<http://comptroller.state.al.us/pdfs/Memos/EOYMEMO2015finalwith%20calendars%20-%20YC%206-17-2015.pdf>

This memorandum details Procedures for End of Fiscal Year, September 30, 2015 and Beginning of Fiscal Year, October 1, 2015. Due to the unusual circumstances, we are sending a second reminder to emphasize fiscal year closing and beginning dates since it is different compared to previous fiscal year closings.

The accounting system is normally down for two days at the end of the fiscal year to allow time to close and balance reports before starting the new fiscal year. This year with the implementation of STAARS, the accounting system will close earlier and will be down longer.

- **The last day of this fiscal year is September 25, 2015.**
- **The system will open for normal business operations on October 5, 2015.**

This will allow time for normal closings and allow the STAARS team to update system required beginning balance amounts in STAARS to start normal operations on October 5<sup>th</sup>.

Please make sure your agency coordinates efforts to ensure all receipts that should be deposited and posted in fiscal year 2015 are **completed by September 25<sup>th</sup>**. This is especially critical for General Fund and Education Trust Fund deposits. We apologize for the extra system down time, but it is necessary for this transition fiscal year.

If you have any questions call or contact Pam Harris, Accounting Director, (334)242-4225 or e-mail [Pam.Harris@Comptroller.alabama.gov](mailto:Pam.Harris@Comptroller.alabama.gov).

Sincerely,

Tom White

*Thomas L. White, Jr., CPA*  
*State Comptroller*

Alabama Department of Finance  
Office of the State Comptroller - RSA Union  
100 North Union Street, Suite 220  
Montgomery, Alabama 36104  
Telephone: 334-242-7050  
Fax: 334-242-2440  
[tom.white@comptroller.alabama.gov](mailto:tom.white@comptroller.alabama.gov)

*This e-mail and any files transmitted with it are confidential and are intended solely for the use of the individual or entity to whom they are addressed. If you are not the intended recipient of this message be advised that dissemination, forwarding, printing or copying of this e-mail is strictly prohibited. If you have received this e-mail in error, please notify the sender by return e-mail and destroy all versions - electronic, paper or otherwise. This e-mail account is the property of the State of Alabama and is intended solely for use in State business.*