

From: Vega, Rhoda J

Sent: Wednesday, March 29, 2006 3:39 PM

To: Place, Deanne; Zitsch, Michelle; Beatty, Laura; Berry-Jennis, Debra (CCIS); Berryman, Linda; Blass, Joanne; Bowery, Sandra; Brenner, Ellen; Broman, Linda; Brown, Ann; Brownfield, Frances; Buchanan, John; Carr, Charles; Carroll, Helen; Chang, Caulyn; Clark, Stephanie; Dillman, Daniel; Diss, Denise; Esgro, Betsy; Finkelstein, Norma; Foley, Mary; Gamboni, Jill; Gannon, Tony; Gilgoff, Elizabeth; Gore, Gregory; Greenwald, Paul; Guinane, Thomas; Hartman, Meme; Hartzell, Cathy; Hogan, John; Janesch, Cynthia; Kellogg, Lorita; Kikta, Ronald; Kimmel, Timothy(CCIS); Kosarek, Deanna; LaRose, John; Lukus, Dorothy; Mack, James; Maietta, Judy; Mino, Julio; Montgomery, Tish; Pilch, Cheryl; Piroli, Joseph; Porter, Jill; Pricener, Deborah; Reina, Candice; Reinheimer, JoAnne; Rogers, Diane; Rontz, Amy; Sallavanti, Phillip; Schwab, Alice; Skody, Richard; Spang, Linda; Steele, Paula; Streightiff, Amy; Thomas Shirley; Torbert, Patricia; Unterreiner, Steven; Urban, Ronald; Walker, Ann; Whitson Connie; Wytovich, April

Cc: Wert, Daniel G.; Caprio, Barbara C.; Guytonwallace, Lillie; Huth, Kathleen A.; Ibberson, Nadine; Robinson, Delores; Rubin, Laurinda F.; Taylor, Keith; Wert, Daniel G.; Thau, Benjamin; Buczeskie, Nancy; Caprio, Barbara C.; Martin, Cheryl A.; Cooper, Lona; Shevenock, David; Gricoski, Michael G; Guytonwallace, Lillie; Hoffman, Kelly; Huth, Kathleen A.; Ibberson, Nadine; Johnson, Clinton; Julio Paz y Miño (E-mail); Kennedy, Charlotte L.; Kough, Elizabeth A; Walters, Marci L.; Martin, Carmen; Mercadante, Karen L.; Reinard, Mark A.; Rock, Melissa; Rubin, Laurinda F.; Shaner, Terry L; Stayner, Debra L.; Taylor, Keith; Tim Weidemann (tweidemann@deloitte.com); Vauter, Karl P.; Bacon, Elizabeth; Libby Bacon; Shaw, Leslie A; Sternberg, Dave; Walters, Marci L.; Thau, Benjamin; Buczeskie, Nancy; Martin, Cheryl A.; Frein, Robert J.; Hoffman, Kelly; Mercadante, Karen L.; Kough, Elizabeth A; Schumber, Lisa M.; Loftus, Zoe A; Gricoski, Michael G; Rock, Melissa; Rychalsky, Catherine; Stayner, Debra L.; Harrison, Susan; Shaner, Terry L; Klunk, Todd M.; Toro, Carmen M; Trout, Jamie L.

Subject: Fiscal Communiqué #06-02 - FYE 2005-06 Funds Management Instructions

Importance: High

This e-mail is from Marci Walters.

Title: FYE 2005-06 Funds Management Instructions

Priority: High

Category: Informational

Action Required: Read, disseminate to appropriate staff, and appropriate actions as required.

Response Required: None

Purpose:

The purpose of this Communiqué is to provide you with some information and instructions that will be useful to you as we near the end of the 2005-06 fiscal year.

Discussion:

You did an excellent job in minimizing the total net funds returned to the Department in the FY 2004-05

recap last Fall! As a result, we anticipate that you will continue in the same manner this year. We will again expect a return of less than 1% per CCIS agency. In light of this requirement, we wanted to share several pieces of information regarding overbooking and fiscal year end activities. In addition, we have included a few reminders to assist you in minimizing your recap in August.

Overbooking

In “Fiscal Communiqué #06-01 – Overbooking Instructions,” you were instructed to enter and maintain – until further notice – an Overbooking amount equal to 1% of your Fund A-Regular Service allocation. Your further instructions are to continue to maintain a 1% Overbooking amount to June 30, 2006 – providing you have the demand to sustain that level.

Fiscal Year End Cash Needs

The Department will provide CCISs with additional funds, if necessary, up to 1% of your current Fund A Service allocation amount. You will be receiving a Cash Needs Form in early- to mid-June to assist you in determining the amount of additional funds needed for FY 2005-06.

We will be using the same cash needs assessment process and form as last year to determine if your CCIS agency (1) has sufficient funds to meet your encumbrance, (2) needs additional funds to meet your encumbrance, or (3) has excess funds based on your year-end encumbrance. Recall that the form will take into account unspent FSS funds and Interest Earned – applying those amounts to any overencumbrance(s). Additional details and instructions will accompany the Cash Needs form in June. The deadline to return the form will be in early July.

Obligated Funds

Continue to monitor and review enrollments that are in Obligated Funds. Recall that these enrollments are encumbering funds.

Provider Invoices

Per Appendix A of the Provider Agreement: “The CCIS will not make payment on any invoice received more than 60 calendar days following the last day of the calendar month that child care is provided. Invoices for the months of May and June of the current fiscal year must be received by July 31st of the succeeding fiscal year.” Please keep this policy in mind when processing provider invoices – particularly the May and June 2006 invoices.

Next Steps:

- 1) Review and make copies of this Communiqué for appropriate staff members.
- 2) Maintain an Overbooking amount of 1% to June 30, 2006 when demand sustains that level.
- 3) Look for detailed FYE Cash Needs instructions by early- to mid-June 2006.
- 4) Continue to monitor enrollments in Obligated Funds.
- 5) Continue to take necessary actions for pending provider invoices received more than 60 days in the past.
- 6) Make note of the policy regarding the deadline to receive the May and June provider invoices.

OBSOLETE