



STATE CONTROLLER'S OFFICE – BULLETIN 08-24-2017

Wisconsin Department of Administration – Division of Executive Budget and Finance

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Form 78 Adjustment Status

The Form 78 adjustment status worksheet has been updated on the FY 2017 Year-End website:

<http://doa.wi.gov/Divisions/Budget-and-Finance/DEBF-Information-for-State-Agencies/FY-2017-Closing/>

The SCO continues to work on final collected revenue and/or KK to GL adjustments for 15 agencies. The adjustments for 50 agencies are now current (but may not be completed, if an agency processes additional revenue and/or expenditure entries).

The SCO is working to load approximately 130 appropriations that did not have any FY 2017 entries in the Budgets Overview Activity Log. The SCO will notify the agencies when those have been loaded.

Daily Form 78 Updates in STAR

All fields on the Form 78's are updated after completion of the nightly GL batch process, which is usually around 4am each morning – **except for** the Balance from Prior Year field and the Revenues field. Those fields are calculated by the SCO and manually loaded (please note that the Form 78's were not updated overnight on Tuesday night 8/22, but were updated again this morning, 8/24 per a Daily STAR announcement).

For the remainder of the FY 2017 closing period, the Revenues field will be updated daily (and the calculation workbook loaded to the FY 2017 Year-End website), no later than noon each day.

Final Form 78 Certifications and Agency FY 2017 Closing

The SCO will be contacting agencies and asking for a status on appropriations that have not yet been certified. This is to ensure that any outstanding issues are understood and are being worked as quickly as possible.

To meet the publication deadlines for the Annual Fiscal Report (October 16, 2017) and the Comprehensive Annual Financial Report (late December 2017), agencies must complete all adjusting entries and certify their appropriations as soon as possible, so that the preparation and audit work for these critical reports may remain on schedule. **The SCO expects the 50 agencies without remaining Form 78 adjustments to be completely certified by Monday, August 28th, and all other agencies to be completely certified by Friday, September 1st.**

We sincerely appreciate the efforts made by each agency so far, and look forward to making additional improvements during FY 2018 so that the next year-end process is more efficient.