



THE HONORABLE CURTIS M. LOFTIS, JR.
State Treasurer

MEMORANDUM

TO: Agency Finance Directors

FROM: Curtis M. Loftis, Jr.; State Treasurer

DATE: April 6, 2026

SUBJECT: Fiscal Year End Requirements for Deposits

Listed below are instructions to accomplish both the year-end closing of the State's books and the opening of the new Fiscal Year. We appreciate your usual cooperation in adhering to the following instructions:

1. Deposits for Period 12 (FY2026) and Period 01 (FY2027) must be deposited on separate deposit slips and entered as separate transactions in SCEIS.
2. All deposit documents for cash deposited by the agency on or before June 30, 2026, should be submitted as a Period 12 (FY2026) transaction. These documents must be received in the State Treasurer's Office workflow inbox by close of business on July 7, 2026. See Section 6 for entry instructions.
3. It may be necessary to record deposit documents as a Fiscal Year 2026-2027 transaction, if cash which has been deposited to the bank by June 30, 2026, has not been received in the State Treasurer's Office workflow inbox by close of business on July 7, 2026. Agencies are to determine the appropriate posting period as 12 for Fiscal Year 2026 or 01 for Fiscal Year 2027.

Agencies are reminded that the year-end cutoff for Fiscal Year 2025-2026 cash is subject to audit and the agency must maintain documentation to support the cutoff.

4. Use Period 12 until July 14th for funds deposited in July 2026 for Refund of Expenditure or Refund of Travel for Fiscal Year 2025-2026. These deposit documents must be received in the State Treasurer's Office workflow inbox by close of business on July 14, 2026.
5. EFFECTIVE JULY 1, 2026, PLEASE IDENTIFY ALL FISCAL YEAR 2026-2027 (cash received after June 30, 2026) DEPOSITS AS PERIOD 01.

MEMORANDUM

April 6, 2026

Page Two

6. For the month of July, it is imperative that each agency identify the appropriate period for each deposit as follows:
 - a. If the deposit is for cash recorded on or before June 30, 2026, the “Posting Date” on the header record must be June 30, 2026 to record the deposit as Fiscal Year 2026 cash,
 - b. If the deposit is for cash recorded on or after July 1, 2026, the “Posting Date” on the header record should be the default or current date,
 - c. Please be reminded that in all cases, the “Document Date” on the header record entry must always be the actual date of the bank validation on the deposit slip.

7. Any questions arising relative to the above requirements should be directed to Marissa Evans or Katrina Baker of the State Treasurer’s Office at 734-2101.