

**STATE OF WISCONSIN
STATE ACCOUNTING MANUAL**

SECTION:	IV Encumbrances	EFFECTIVE DATE:	July 1, 1993
SUB-SECTION:	8 - Fiscal Year-End Review	REVISION DATE:	June 18, 1993
SUBJECT:	Policy and Procedure	PAGE:	1 of 1

FISCAL YEAR-END REVIEW OF ENCUMBRANCES

Year-end General Purpose Revenue (GPR) and Program Revenue (PR) annual encumbrances will be reviewed by the SCO in accordance with ss. 16.52 (6) (a). The review of encumbrances for each fiscal year is a three stage process. The process requires agencies to assist the SCO in the analysis of encumbrances to be carried forward as follows:

- Last Day of April: Each agency should review all outstanding encumbrances issued in the prior year and carried into the current year. For all encumbrances still outstanding, the agency should contact the program personnel and/or vendor to expedite the liquidation of the encumbrance by the end of the current fiscal year. If the encumbrance is to be carried forward for a second year or more, it must be justified in an explanation to the SCO by May 31, in a format of agency choosing. All encumbrances issued before the end of the current fiscal year, that may be carried forward into a new fiscal year should be justified within the agency and are subject to SCO review.
- May and June: SCO will review all purchase orders, printing orders and contracts submitted for encumbering in May and June. June 10th is the last date allowed for submitting encumbrances for the current fiscal year.
- September 1-15: SCO will analyze GPR lapsing appropriations and PR annual appropriations with increased levels of encumbrance carryover balances over previous fiscal years and request justifications and/or explanations.
