



## North Carolina Department of Health and Human Services Office of the Controller

**Beverly Eaves Perdue, Governor**  
**Lanier M. Cansler, Secretary**

MAILING ADDRESS:  
2019 Mail Service Center  
Raleigh, NC 27699-2019

**Laketha M. Miller, Controller**  
**(919) 733-0169**

LOCATION:  
616 Oberlin Road  
Raleigh, NC

January 29, 2009

MEMORANDUM #2009-1

To: Division/Institution Directors  
Division/Institution Budget Officers

From: Laketha M. Miller *Laketha M. Miller*

Subject: General Fund Reporting Requirements

On January 13, 2009, Governor Beverly Perdue signed Executive Order Number 6, "Budget Administration Due to Economic Slowdown". In Compliance with the Executive Order, OSC initiated General Fund Reporting Requirements to be effective immediately. The General Accounting and Financial Management section of the DHHS Controller's Office will be completing the following requirements for each Division on a daily or weekly basis.

The "General Fund Projections of Receipts and Expenditures" worksheet shall be submitted on a weekly basis. Projections for the subsequent week will be due by 11:00 am on Wednesday. The initial projection worksheet was due January 28, 2009 for the week of February 2-6.

The "Requisitions Supported by Transfers from Non-General Fund Sources" worksheet shall be completed daily for each requisition supported entirely by non-general fund revenues. Priority will be given to requisitions identified as supported by non-general fund revenues. The worksheet is due by 10:45 am each business day for analysis, beginning January 28, 2009.

Division/Institution Directors  
Division/Institution Budget Officer  
January 29, 2009  
Page 2

Total daily requisitions, by priority, will be compared to the respective day on the weekly projection worksheet for accuracy. Total requisitions by priority for amounts greater than projected on the worksheet, may cause delay in the approval of requisitions.

The General Accounting and Financial Management staff may be in contact with you for assistance in projections for your Division. We appreciate your cooperation in helping us to project accurate general fund requirements and expenditures. Should you have questions, you may contact Judy Gay at 715-9058.

CC: Judy Gay