



MEMORANDUM

TO: AAA Executive Directors **NOTICE#: 042905-1-I-OCFM**

FROM: Carol Carr
Director, Administrative Services

DATE: April 26, 2005

SUBJECT: Notice of Instruction: Fiscal Year End Processing

JEB BUSH
GOVERNOR

Final requests for budget revisions or adjustments to contract funds based on expenditures for services provided through June 30, 2005, must be submitted to your Department of Elder Affairs' Contract Manager by July 20, 2005. The Department is then required to close its books for fiscal year 2004 – 2005. It is therefore very important that the July 20th date be met, in order allow sufficient time: (1) for review and approval of the contract budget revision or adjustment requests and (2) to properly reflect those requests in our accounting records for the fiscal year.

CAROLE GREEN
SECRETARY

If you have any questions about information contained in this notice, feel free to contact me at Carrcm@elderaffairs.org, 850-414-2011, or suncom 994-2011. Thank you as always for your partnership in ensuring that our combined efforts provide the best benefit to our elder Floridians.

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