

Effective July 1, 2024

CHIEF FINANCIAL OFFICER MEMORANDUM NO. 07

SUBJECT: ACCOUNTING FOR CASH RECEIPTS AT YEAR-END

The Division of Treasury (Treasury) does not perform manual verification of deposits at year-end. Unverified deposits that are received by the bank as of year-end will be provided in a report available to the agencies via Florida Planning, Accounting, and Ledger Management (PALM).

Agencies are responsible for making adjusting entries in the Florida Accounting Information Resource (FLAIR) for cash deposited and received by the bank but not yet verified by recording the cash using FLAIR general ledger code 12400 – *Cash in State Treasury Unverified*.

Agencies should complete the cash deposit process at least two business days prior to year-end to minimize the amount of unverified receipts. Please refer to the annual fiscal year-end closing memorandum for deadlines related to the year-end cash deposit process. Additional information related to year-end recording of cash receipts is available on the Division of Accounting and Auditing website, under State Agency Job Aids, [Year-End Receipts Processing](#).

Please direct questions to the Division of Treasury, Bureau of Funds Management, at (850) 413-2762 or to the Division of Accounting and Auditing, Office of Florida Financial Education at DFSFinancialEd@myfloridacfo.com.