

**Effective July 1, 2020**

**CHIEF FINANCIAL OFFICER'S MEMORANDUM NO. 15**

**SUBJECT: CLEARING NEGATIVE BALANCES**

Negative balances in all accounts (29 digit account code) are to be cleared by the end of the month subsequent to the month in which the entry occurred. Currently, there are reports that identify accounts with atypical balances. Those reports are available through the Report Distribution System and may be identified as follows.

Report Name	Form ID	Description
CNPPCSHA	XX3E	Cash Accounts
CNPPBUDA	XX3F	Budgetary Accounts
CNPPRECA	XX3G	Receipt Accounts

The Chief Financial Officer or his or her designee will process the appropriate accounting transactions to clear up negative balances associated with any 29-digit FLAIR account for cash or receipt accounts if a state agency fails to take action to clear up negative balances.

If a state agency fails to take action to clear up atypical balances pertaining to budgetary accounts, the Chief Financial Officer or his or her designee will determine on a case- by-case basis the most efficient and effective action.

Should you have any questions, please contact the Bureau of Financial Reporting at (850) 413-5511.