

DATE: July 11, 2008

TO: Agency Addressed (No. 01, 2008-2009)

FROM: Douglas A. Darling, Director
Division of Accounting and Auditing
Department of Financial Services

SUBJECT: Carry Forward (CF) Monitoring Report

Each department and the judicial branch is permitted to carry forward incurred obligations, which have not been disbursed by June 30, 2008, pursuant to Section 216.301, Florida Statutes. Incurred obligations should not exceed the unexpended release balance of any authorized appropriation. The Agencies are to complete their review and submit their request for carry forward items by July 29, 2008, per Agency Addressed Memorandum (No.11, 2007-08). It is crucial that agencies monitor to ensure that carry forward obligations do not exceed the June 30th unexpended release balance for the applicable appropriation. The Department of Financial Services (DFS) has established a Carry Forward Monitoring report to assist agencies in their monitoring effort.

To access this report, go to <https://flair.dbf.state.fl.us>. Click on the Information Warehouse Menu link. Enter a valid RDS user ID and password. Once on the Information Warehouse page, go to Master Balance Reports, click on Carry Forward Monitoring and enter the FLAIR agency L1 code. The format of the output is set to default to Excel. This report can be run for all tentative carry forward accounts or only those accounts with negative Adjusted Unexpended CF Appropriation Balances. The logic for this report is Unexpended CF Appropriation minus Payables, minus Encumbrances, minus Disbursements plus Receivables. The Disbursements amount on this report includes only those transactions that have posted through Central FLAIR. Pending disbursement transactions are not reflected in this amount. Agencies must correct all negative amounts prior to the carry forward deadline on July 29, 2008.

The Carry Forward Monitoring report will be updated nightly until the carry forward deadline. Agencies are encouraged to use this report to monitor carry forward obligations against the June 30th unexpended release balance. DFS will work with agencies to minimize occurrences where carry forward obligations exceed the unexpended release balance.

Please contact Rita Smith at (850) 413-5769 rita.smith@myfloridacfo.com, or Kiki Evans at (850) 413-5725, kiki.evans@myfloridacfo.com if you have any questions.