



JEB BUSH
GOVERNOR

CAROLE GREEN
SECRETARY

4040 ESPLANADE WAY
TALLAHASSEE,
FLORIDA 32399-7000

phone 850.414.2000
fax 850.414.2004
TDD 850.414.2001

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

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 to 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.

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.