



Office of the State Controller

OFFICIAL MEMORANDUM

To: Chief Financial Officers
From: Anne Godwin, Deputy State Controller
Date: January 11, 2021
Subject: Reconciliation of Inter-Agency Transfers

In preparation of the 2021 Comprehensive Annual Financial Report (CAFR), the Office of the State Controller (OSC) will continue the interim reconciliation of inter-agency transfers. In past CAFR compilations, issues in processing transfers occurred such as transfers not having a reciprocal in or out, reimbursements recorded as transfers and transfers recorded by agencies with component units.

To facilitate the reconciliation of transfers, agencies are required to complete the attached transfer worksheets for the period ending March 31, 2021:

Worksheet 550 – Schedule of Inter-Agency Transfers Operating Transfers In
Worksheet 555 – Schedule of Inter-Agency Transfers Operating Transfers Out
Worksheet 560 – Agency Non-Routine Transfers

The information provided will assist this office in the statewide reconciliation of inter-agency transfers. **These worksheets must be completed by Monday, May 3, 2021 and uploaded to the OSC Year-End Reporting Package SharePoint site via SharePoint link <https://ncconnect.sharepoint.com/sites/CAFR>.**

Agencies should reconcile these transfers by communicating with the sending or receiving agencies. OSC recommends that you reconcile transfers on a regular basis throughout the fiscal year.

Should you have any questions, contact your financial analyst or Barry Brown at 919-707-0555 or Barry.Brown@osc.nc.gov.

Attachment

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