



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration
BUDGET OFFICE
One Capitol Hill
Providence, R.I. 02908-5886

Memorandum

To: Chief Financial Officers
From: Wayne T. Hannon, Deputy Budget Officer *WTH*
Date: September 27, 2010
Subject: Fiscal Year 2011 Payroll Encumbrance

Shortly, we will be encumbering the annual amount of employee payrolls for FY 2011. This will be completed by the end of September.

The amount of the encumbrance will be calculated as follows: The payroll budget for each line sequence less actual expenditures for those accounts as of the date of this memo. This encumbrance will be posted at the line sequence level for all accounts, to natural account 619000. All budgetary controls will remain the same.

The amount liquidated on each payday will be equal to the actual expenditures incurred in those accounts. Our office will be running reports periodically to review the payroll balances and your analyst will be contacting those agencies to get further clarification on payroll balances that they feel may have an issue by year end.

Please contact your Budget Analyst if this posting causes RIFANS to prevent other transactions from processing or posting.

WTH:ss-3