

DD/A Registry  
83-0132/35

S-E-C-R-E-T

30 Aug 83

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Information Services  
Director of Logistics  
Director of Medical Services  
Director of Security  
Director of Training & Education

30-5

FROM:

[Redacted]

Executive Officer to the DDA

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SUBJECT:

Financial Guidance for FY 1983

[Redacted]

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REFERENCE:

Memo to DA from Executive Director  
dtd 19 Jan. 83, Subject: Financial Guidance  
for FY 1983

83-0132/35

1. As we enter the final month of the fiscal year, the below listed dates and events are important financial guidance landmarks in our closing of FY 1983:

- 9 or 10 Sept. - Payroll obligation of Personnel Services funds for all of September 1983.
- 12 - 19 Sept. - Final O/Comptroller meeting.
- 13 Sept. - Begin daily issuances of financial reports.
- 15 Sept. - Inventory Control System cutoff and update. Also final Property Encumbrance Activity Report issued for FY (before close).
- 15 Sept. - SEE PARAGRAPH 2 BELOW.
- 22 or 23 Sept. - Final adjustment to obligation of Personnel Services funds by Payroll.
- 26 Sept. - 1 Oct. - See attached schedule.

[Redacted]

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2. The date of 15 September is significant as reflected in the referenced financial guidance memorandum:

"Directorates having unobligated 1983 nonpersonal services balances exceeding [redacted] in an individual office as of 15 September 1983 are to provide the Comptroller with a written report on the status of these unobligated balances, including the planned date of obligation. Changes to the planned schedule of obligation should be immediately reported to the Comptroller's office."

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Please advise the undersigned ASAP if you believe that your nonpersonal services balances will fall into this category.

3. In addition to the above, please review Office of Finance Notices (OFN) Nos. 13-83 thru 17-83. As in prior years, required reports outlined in OFN 13-83, 14-83 and 15-83 should be forwarded to the DDA/Management Staff for transmittal to Office of Finance.

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Attachment

DDA/MS [redacted] (26Aug83)  
Orig & 7 - Adses (w/att)  
1 - DDA Subject (w/att)  
1 - DDA Chrono (w/o att)  
1 - DDA/MS Subject (w/att)  
1 - DDA/MS Chrono (w/o att)  
1 - D/OP (w/att)

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