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DEPARTMENT OF FINANCE

July 24, 2026

FINANCE MEMORANDUM NO. 15 - 2026

FOR: DEPARTMENT AND AGENCY HEADS

SPECIAL ATTENTION TO:

Directors, Business and Administrative Services Officers, Fiscal Officers and Financial Managers, Federal Program Managers & Officers, Collection/Cashier Supervisors and Collectors

FROM: Kevin McCurdy

Kevin McCurdy, Commissioner

RE: FY'26 Year-End Closing/FY'27 Opening Notice

To ensure a smooth transition from year-end closing to the opening of the new fiscal year, your ability to meet each deadline is essential. The ERP system will be hard-closed from Thursday, **November 12, 2026, through Sunday, November 15, 2026**, during which there will be absolutely no access to the ERP system. To achieve a successful closing, certain modules will be inaccessible to you as we progress toward the finish line so final approvers and necessary adjustments can be made.

Funding & Requisitions – GVI Buy or ERP, as approved by DPP

The final date to submit FY'2026 requisitions is **Friday, September 11, 2026**. Agencies are encouraged to encumber funds only for essential items to support responsible resource management as we transition into the new fiscal year. For questions regarding allotments and/or funding, please contact the Office of Management and Budget (OMB). For requisition approvals or related inquiries, please contact the Department of Property and Procurement (DPP).

Exceptions for federal funds will be considered on a case-by-case basis. However, for multi-year grants, agencies are encouraged to wait until the fiscal year reopens, if possible. This will allow DPP to prioritize FY'2026 requisitions that may lapse at year-end because the funding will no longer be available.

Final Day to Enter Transactions in the ERP System

The final dates to release fully supported entries are as follows:

1. **Cash Receipt Journal Entries** must be released by **Wednesday, October 7, 2026**. This should be a daily process, which means agencies should only have a limited number of transactions to clean up during this period.
2. **Vendor Invoice Entries** must be fully approved and released to the ERP system for payment by **Tuesday, October 27, 2026**. Once all invoices are posted in the ERP system for the check run, AP Analysts will continue reviewing invoices in GVI Buy; however, invoices will not be allowed to transition into the ERP system until the reopening of FY'2027, except for emergency payments.
3. **General Journal Entries** must be released by **Thursday, November 5, 2026**.

Here are some tasks that we believe will be beneficial during the closing period.

- Enter straight payment invoices against the new fiscal year once authorized. See SOPP 105 for permitted straight payments, once budget is available.
- Assist with enhancing the corrective action plans for existing findings.
- Work with the DOF team on older vendor payments to reduce the AP aging.
- Meet internally on how to reduce the lateness of entries and to reduce the general journal entries due to incorrect postings.
- **For more senior accountants,** review all of your financial reports to ensure that there are no pending adjustments that need to be brought forward during the federal receivable and SEFA reconciliations.

Annual Audit Matters

To facilitate the timely preparation of the Government's Fiscal Year 2026 Basic Financial Report and Single Audit, and to ensure compliance with reporting deadlines, all departments, agencies, boards, commissions, and component units are required to submit the following information in accordance with the established deadlines. Each agency shall complete and submit all reconciliations for the first three quarters of Fiscal Year 2026 no later than **August 15, 2026**.

Reconciliations must clearly identify reconciling items, provide supporting documentation, and include management's explanation for all outstanding differences. Agencies should ensure that reconciling items are researched and resolved promptly to minimize adjustments during the year-end close. Accordingly, agencies should:

- Perform reconciliations monthly and resolve discrepancies as they occur rather than deferring them until year-end.
- Review financial activity regularly to ensure transactions are recorded accurately, completely, and in the proper accounting period.
- Maintain complete and organized supporting documentation for all financial transactions.

- Monitor grants, contracts, receivables, payables, capital assets, and other significant accounts throughout the year.
- Communicate staffing changes affecting financial operations promptly to the Department of Finance (DOF) and Office of Management and Budget (OMB).
- Ensure internal controls remain effective throughout the fiscal year and that responsibilities are appropriately segregated.
- Identify accounting issues early and notify the DOF and OMB immediately when technical assistance or guidance is needed.

Timely completion of these activities significantly reduces audit adjustments, improves the accuracy of the Government's financial statements, strengthens internal controls, and supports the issuance of timely audit reports.

Each agency shall submit at the next CFO meeting in August, an updated organizational chart reflecting the agency's organizational structure **as of the fiscal year-end (September 30, 2026)**. The organizational chart should include: Executive leadership , Division and department structure, Reporting relationships, Key financial management personnel, Individuals responsible for accounting, payroll, grants management, procurement, and internal controls. These organizational charts will assist management and the external auditors in understanding reporting responsibilities, evaluating segregation of duties, and planning audit procedures.

Agency heads and fiscal officers are expected to monitor the progress of year-end activities, allocate sufficient resources to complete all required tasks on time, and ensure submissions are accurate, complete, and adequately supported. Agencies that anticipate delays should notify the Department of Finance immediately so that appropriate assistance and corrective measures can be implemented.

To support the Fiscal Year 2026 financial statement audit and Single Audit, each agency shall review, update, and submit its **audit walkthrough narratives and related internal control documentation** for all significant financial and compliance processes no later than **August 15, 2026**.

Walkthrough narratives should accurately reflect current operations and describe the end-to-end processes. Agencies should ensure that all narratives are consistent with current policies, procedures, organizational responsibilities, and actual business practices. Any significant process changes, system implementations, staffing changes, or control enhancements occurring during Fiscal Year 2026 should be clearly documented.

All agencies must complete and submit all audit sample requests to auditors by **September 30, 2026**, as strict adherence to this pencil drop dead timeline is essential to ensuring an accurate and timely year-end close, supporting audit readiness, and meeting the Government's financial reporting deadlines.

Finally, we recognize that unforeseen circumstances, including emergencies, may arise during this period. Please contact DOF, DPP or OMB as soon as possible so we can determine how best to assist you.

If you have any questions, please contact Ebony Serrano, Director of Accounting, or Elijah Samuel, Chief Financial Control Officer, at (340) 774-4750, Ext. 2321 and 2327, respectively, via Teams, or email ebony.serrano@dof.vi.gov. and elijah.samuel@dof.vi.gov. For questions specific to each function, you can contact the respective agency and/or unit that performs those duties.

Your efforts are greatly appreciated.