



Dolores “Dodie” J. Doolittle

Pinal County Treasurer

MEMORANDUM

TO: All Pinal County Political Subdivisions

FROM: Dolores “Dodie” J. Doolittle, Pinal County Treasurer

RE: Closing Fiscal Year-End Accounting Records

DATE: May 07, 2014

As the 2014-15 fiscal year comes to an end, this memorandum is provided as a reminder of the deadlines that are crucial to meet reporting requirements. Transfers and deposits will be accepted at the Treasurer’s office until 12:00 p.m., Monday, June 30, 2014. Any deposits or transfers received after that time will be posted and credited in July of the next fiscal year.

Any district with an outstanding line of credit must have that credit line paid in full by the end of the fiscal year. In order for us to pay the bank on June 30, a deposit or transfer must be posted by 12:00 p.m., Monday, June 14, 2014, unless you have been approved by the bank for an extension. (A Line of Credit Letter of Declaration is required on a calendar year basis and will be sent to you in October for board approval for the next calendar year).

Our office requires the following Resolutions to be approved by your Board:

1. Investment Resolution - Authorizing me to invest and re-invest your surplus funds for the fiscal year.
2. Warrant Resolution - Appointing a representative to provide warrant information to our office.
3. Warrant Signature Resolution - Naming the person or persons authorized to sign warrants for the fiscal year. Please include an original sample of the signatures with the resolution. This resolution is required of those districts authorized by Arizona Statute to issue their own warrants.
4. Fund Transfer Resolution - Naming the person or persons authorized to request our office to wire funds from your account on your behalf.
5. List of outside bank accounts – The Treasurer’s office should be aware of any outside bank account maintained by the District

These Resolutions have been condensed into a single form for your convenience. Please complete and return to our office by July 31, 2014.