



Bob Riley
Governor

Bill Newton
Acting Director of Finance

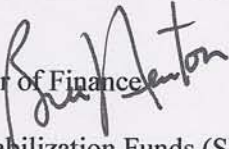
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June 1, 2010

REVISED MEMORANDUM¹

TO: Four-Year and Two-Year Institution Presidents

FROM: Bill Newton
Acting Director of Finance 

RE: State Fiscal Stabilization Funds (SFSF) Third Quarter Reporting

During the FY2010 2nd quarter reporting period, there were several SFSF reporting problems. Due to the July 4th weekend, the upcoming FY2010 3rd quarter reporting period brings a tighter timeline than the FY2010 2nd quarter reporting period. In an effort to reduce reporting errors and to provide the Executive Budget Office (EBO) ample time to review all SFSF submissions, discussions between the Finance Director and EBO require strict deadlines for the FY2010 3rd quarter reporting period.

- **June 15** - SFSF Job Creation Worksheets, the number of vendor payments that are under \$25,000, the total amount of vendor payments that are under \$25,000, and infrastructure certifications (only applicable if your institution is using SFSF for infrastructure projects) must be submitted to EBO at Carolyn.Middleton@budget.alabama.gov by **5 pm**. Please see the attachment for the SFSF jobs created and vendor payment reporting timeline.
- **July 2** - It is mandatory that all SFSF data be submitted to www.federalreporting.gov. To prevent keystroke errors, make sure to utilize the "Copy Forward" function. After using the "Copy Forward" function, the only information that may change is Total Sub-Award Funds Disbursed and any change in vendor payments greater than \$25,000.
- **July 10** - Request for SFSF reimbursement forms for June must be submitted. Institutions not requesting a reimbursement for the month of June must submit a monthly request form and a detailed expenditure sheet showing zero dollars for the month of June. Institutions will also need to submit a revised SFSF plan if any new projects/activities using funds from SFSF have been added since the last reimbursement.
- **July 10** - All institutions must report into the State's online Monthly Update System.

¹ This replaces the memorandum that was sent on May 21, 2010.

We realize that this does not provide much time to enter data into www.federalreporting.gov, since the system will not be available for updates until July 1st. Please try to enter data on the 1st.

Should you have any questions or need further assistance, please contact Carolyn Middleton at 334-242-7230, Brent Jones at 334-353-7102, or Anne Elizabeth McGowin at 334-242-7160. We appreciate your cooperation with the ARRA requirements.

**SFSF JOBS CREATED/RETAINED & VENDOR PAYMENT REPORTING
TIMELINE**

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
FY2010 Jobs Created/Retained Reporting Dates	October 1, 2009 – December 31, 2009	January 1, 2010 – March 31, 2010	April 1, 2010 – June 30, 2010	July 1, 2010 – September 30, 2010
FY2011 Jobs Created/Retained Reporting Dates	October 1, 2010 – December 31, 2010	January 1, 2010 – March 31, 2011	April 1, 2011 – June 30, 2011	July 1, 2011 – September 30, 2011
FY2010 Vendor Payment Reporting Dates	October 1, 2009 – November 30, 2009	October 1, 2009 – February 28, 2010	October 1, 2009 – May 31, 2010	October 1, 2009 – August 31, 2010
FY2011 Vendor Payment Reporting Dates	October 1, 2010 – November 30, 2010	October 1, 2010 – February 28, 2011	October 1, 2010 – May 31, 2011	October 1, 2010 – August 31, 2011