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THE COMMISSIONER

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GOVERNMENT OF  
THE UNITED STATES VIRGIN ISLANDS

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DEPARTMENT OF FINANCE

August 23, 2011

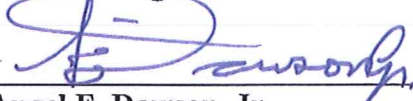
DEPARTMENT OF FINANCE MEMORANDUM NO. 015-2011

To: DEPARTMENT AND AGENCY HEADS

**SPECIAL ATTENTION:**

Directors, Business & Administrative Services  
Fiscal Officers and Supervisors of Accounts  
Federal Programs Officers

FROM:

  
Angel E. Dawson, Jr.  
Commissioner

RE: DOF Accounting Policies and Procedures Financial Management Year End /  
Year Opening Meeting

Please be advised that there will be a Financial Management Year End/Year Open meeting for St. Thomas and St. Croix staff. This meeting will take place on Thursday, September 1, 2011, beginning promptly at 9:00am, and ending promptly at 3:00pm at the Division of Personnel (DOP) Training Room, on St. Thomas, through Video Conferencing for St. Croix Staff simultaneously.

As we continue maintenance and data clean-up efforts within the ERP, the Department of Finance (DOF) is again enlisting the assistance of each Department/Agency in making ERP data more accurately reflect the general ledgers classifications, particularly for expenditures. It is our responsibility to maintain accurate financial information and remain in compliance with audit guidelines.

Items to be discussed at the meeting include but are not limited to the following:

- Account Codes Verification
- General Ledger Processing
- Accounts Payable Processing
- Federal Grants Processing

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If there are any questions or concerns regarding this memorandum, please contact Clarina Modeste-Elliott, Director of Accounting, at 340-774-4750, extension 2313.

We ask for your continued cooperation and assistance in refining the information contained in the ERP systems of the Government of the Virgin Islands.

cc: Honorable John P. deJongh, Jr., Governor,  
Valdamier O. Collens, Executive Assistant Commissioner,