



State of Ohio · Office of Budget and Management
30 East Broad Street · Columbus, Ohio 43266-0411

January 12, 2001

MEMORANDUM TO: Fiscal Officers of All State Agencies

FROM: David L. White *DW*
Deputy Director
State Accounting

SUBJECT: Employee Award Report (RSPND43A) and Master Table (AWRD)

Once again, State Accounting is providing a report of your agency's employee award purchases for the past quarter. CAS report RSPND43A, Employee Awards Potentially Eligible for Inclusion in Income, summarizes expenditures made against specific object codes for non-cash awards over \$25 and cash-equivalent awards for employees.

If no Social Security Number appears in the Invoice Number (Employee SSN) column for any document on RSPND43A, provide this information on the CAS master table AWRD no later than Friday, January 19, 2001.

Because the expenditures listed on RSPND43A may have tax implications for the recipients of the awards, you are required to indicate the Social Security Number (SSN) of the recipient in the Invoice Number field on the corresponding CAS voucher document. The Invoice Number column on the report shows the SSN information entered in this field at the time the voucher was entered in CAS; if the expenditure represented a bulk purchase of employee awards or a purchase made with the state payment card, this field is blank. In this case, you must provide the recipient's information (name, SSN, amount of award, document ID) on the CAS master table AWRD no later than **Friday, January 19, 2001**. An April 4, 2000 memo from OBM/State Accounting provided instructions on updating this master table.

It is extremely important that the information on the AWRD master table is correct because it is provided to the Department of Administrative Services for possible inclusion on employees' W-2 statements.

For specific questions about updating the AWRD master table, contact Mame Greulich (mame.greulich@obm.state.oh.us or 614-466-3600).

Enclosure