



**SCHOOL DISTRICT OF OKALOOSA COUNTY
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE**

FINANCE TAM: 2005-017
CONTACT: Julie Perry
Budgeting & Financial Services
TELEPHONE: 833-7552

TO: All Internal Bookkeepers
FROM: Rita Scallan, Director - Finance
DATE: May 16, 2005
SUBJECT: Manatee Year-End Procedures

A handwritten signature in blue ink that reads "Rita Scallan".

Below you will find step-by-step instructions to close your Manatee internal accounts for Fiscal Year 2004-2005. Please read this memo carefully because some changes have occurred in the memo format and instructions since last year.

Year-End Procedures

Prior to June 13, 2005:

- ◆ Reimburse Petty Cash.
- ◆ Reimburse Day Care Petty Cash (if applicable).
- ◆ See TAM 2005-013 for further instructions. (Attachment A)

Prior to June 27, 2005:

- ◆ Deposit the entire balance of the Textbooks Lost/Damaged account into your school's Textbook Project (3105) by writing a check from internal funds and sending it to Accounts Payable with a Cash Transmittal Form (MIS 3218).
- ◆ Deposit the entire balance of the Library Books Lost/Damaged account into your school's Library Books Project (3106) by writing a check from internal funds and sending it to the District with a Cash Transmittal Form.
- ◆ If funds are received after the check is written to the District, it is permissible to have a small balance as of June 30, 2005.

Prior to June 30, 2005:

- ◆ Collect all outstanding change funds.
- ◆ Reimburse the Imprest Fund (if applicable).

Prior to the normal closing procedures for the month of June 2005:

- ◆ Perform a reconciliation of the \$-NSF account. (See Attachment B - 'Stages of a Non-Sufficient Funds (NSF) Check')
- ◆ Perform account 'clean-up' such as:
 - Transfer all checking and SBA interest to the General fund,
 - Transfer fundraiser profits/losses to main accounts,
 - Transfer Picture funds to General,
 - Transfer Vending to Principal's Discretionary,
 - Handle small leftover amounts in field trip accounts as noted on permission slips, and
 - Cover all negative balances in accounts.

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Prior to the normal closing procedures for the month of June 2005: (Continued)

- ◆ Run an Encumbrance Report:
 - Choose Reports, General Accounts, Encumbrances,
 - Enter beginning and ending account numbers ('1' through '9'), and
 - Run report – there should be no encumbrances.
- ◆ Verify that fund balances equal cash balances by faxing the following to Julie Perry in Finance at 833-7699:
 - Principal's Report - From the Opening Menu select Reports, General Accounts, Principal's Monthly Report, 'T' for 'This Year or Last Year,' and the defaults for the rest of the items with the exception of 'Rollup Accounts.' Choose 'N' for 'Rollup Accounts.'
 - General Ledger for all \$ accounts except the checking account.
 - The bookkeeper will be notified by e-mail whether or not any adjustments need to be made prior to closing the month.

Perform Month-End Closing Procedures **Option 1** (Closing the Month AFTER Reconciling the Bank Statement). (See TAM 2005-018 Manatee Month-End Procedures - Revised)

Closing the year:

- ◆ Add the school year to the beginning of the school name; for example, 04-05 Edwins Elementary:
 - Choose File, File Maintenance, Identification File Maintenance,
 - Change 'Name of School,'
 - Press 'enter' until the question at the bottom of the screen reads 'Is the above information correct?,' and
 - Enter 'Y' for yes, then escape.
- ◆ Make one backup. If the DOS version of Manatee is being used, the backup will need to be Universal rather than Compressed.
- ◆ Close the year by selecting Maintenance, Utilities, Year-End Closing, and 'Y' for yes.
- ◆ E-mail the files to Julie Perry in Finance. She will immediately install FY 2004-2005 at your school so that reports may be run when needed, such as audit requests.

Completing the reporting process:

- ◆ Print a Year-to-Date report for the year just ended:
 - From the Opening Menu select Reports, General Accounts, Year-to-Date Report, 'L' for 'This Year or Last Year,' and the defaults for the rest of the items with the exception of 'Rollup Accounts.' Choose 'N' for 'Rollup Accounts.'

Submit the following documentation to Julie Perry in Finance:

- ◆ Year-to-Date Report,
- ◆ Monthly documentation for June (see Month-End Procedures), and
- ◆ Disk containing Universal Backup (if using DOS version of Manatee).

After Year-End Closing Procedures

- ◆ Perform routine file maintenance (clean-up) on the school's chart of accounts, sponsors, and vendor files.
- ◆ Duplicated vendor numbers and inactive account numbers may be deleted at this time.
- ◆ All clean up should be done prior to entering any transactions for the year.

We appreciate all your hard work and look forward to working with you in the upcoming school year. Should you have any questions or need further assistance, please do not hesitate to contact Julie Perry at 833-7552.

cc: School Principals
Assistant Superintendents



**SCHOOL DISTRICT OF OKALOOSA COUNTY
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE**

FINANCE TAM: 2005-013
CONTACT: Richard D. Norris, CPPB
Program Director
Purchasing
TELEPHONE: 833-7668

TO: Principals/Department Heads/Bookkeepers
FROM: Patricia Wascom, Chief Financial Officer
DATE: March 22, 2005
SUBJECT: Requisitions, Receiving Reports, Petty Cash, and VISA Purchasing Cards

Fiscal year-end is rapidly approaching. Here are some key dates and reminders to assist you in meeting year-end closing and processing deadlines.

Requisitions, Receiving Reports, and Petty Cash

Please mark your calendar for year-end deadlines as follows:

Last day to enter and process On-Line Requisitions & Manual Requisitions including Maintenance Project Requisitions	Monday June 13, 2005
Last day to enter VISA Requisitions	Monday June 13, 2005
Last day to submit the Receiving Report (green copy) to Accounts Payable (if your School/Department has open purchase orders)	Monday June 13, 2005
Last day to request reimbursement for Petty Cash <i>(Remember – Schools/Departments must fully replenish this account before year-end and may not expend any funds until after July 1, 2005.)</i>	Monday June 13, 2005

Visa Purchasing Card

In regard to projects that will close at the end of the fiscal year, please do not charge any purchases during the month of June. The VISA statement for June charges will not be sent to your School/Department until July 2005. Therefore, these purchases will be charged to your School/Department's FY 2005-2006 budget.

Thank you for your assistance. Please contact Richard D. Norris at 833-7668 if you have questions or need special assistance.

STAGES OF A NON-SUFFICIENT FUNDS (NSF) CHECK

This is an overview of the NSF process. I have envisioned the stages as sections of a folder. Each school may handle its NSF checks as it sees fit; however, there should always be a folder that can be balanced to the \$-NSF account. (See ‘Reconciling the NSF Account’ below.)

Section 1 – NSF Checks Pending

- Check is returned to Safe Check
 - School receives Notice of NSF check from Safe Check
 - Bookkeeper creates adjustment to remove receipt from checking account and place receipt in \$-NSF holding account, using a copy of the Notice as backup for adjustment
- | | | |
|-------------|-----------|----------|
| | Increase | Decrease |
| \$-Checking | (xxxx.xx) | |
| \$-NSF | xxxx.xx | |
- Original Notice is filed in Section 1 of NSF folder

Section 2 – NSF Checks Paid

- Funds are received funds from Safe Check (MCF is completed by office staff)
- Deposit is entered into the \$-NSF account
- Note payment on original Notice and move Notice from Section 1 to Section 2 of NSF folder

Section 3 – NSF Checks Unpaid

- Receive NSF check from Safe Check as payment cannot be collected
- Staple to original Notice and move to Section 3 of NSF folder

Section 4 – Worthless Checks Pending

- When notified by Accounting, request checks from Section 3 be written off as worthless checks
- File copy of request in Section 4

Section 5 – Worthless Checks Written Off

- When memo is received from Finance approving the request to write-off checks, make the following adjustment for each check:

	Increase	Decrease
\$-NSF	(xxxx.xx)	
Original Account	(xxxx.xx)	

Reconciling the NSF Account

- Add check amounts in Section 1, Section 3, and Section 4 of NSF folder
- This amount must be the same as the balance in \$-NSF account

Note: If a school does not use Safe Check, the school will handle payment collection. Be sure to keep proper documentation.