



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

FINANCE TAM: 2006-020
CONTACT: Julie Perry
Budgeting & Financial Services
TELEPHONE: 833-5850

TO: All Internal Bookkeepers
FROM: Rita Scallan, Director - Finance
DATE: May 15, 2006
SUBJECT: Manatee Year-End Procedures

A handwritten signature in blue ink, reading "Rita Scallan".

Below you will find step-by-step instructions to close your Manatee internal accounts for Fiscal Year 2005-2006.

Prior to June 22, 2006:

- ◆ Reimburse Petty Cash. (Must be fully reimbursed as of June 30.)
- ◆ Reimburse Day Care Petty Cash, if applicable. (Must be fully reimbursed as of June 30.)
- ◆ See TAM 2006-019 for further instructions. (All TAM's are available on the Finance website.)

Prior to June 27, 2006:

- ◆ 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 Finance – Accounting Operations 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 Finance – Accounting Operations 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, 2006.

Prior to June 30, 2006:

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

Prior to the normal closing procedures for the month of June 2006:

- ◆ Perform a reconciliation of the \$-NSF account. (See attached forms – 'Stages of a Non-Sufficient Funds (NSF) Check' and 'NSF Check Reconciliation')
- ◆ 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.

Prior to the normal closing procedures for the month of June 2006: (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 running a 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.'

Before closing the month, fax the Principal's Report and NSF Check Reconciliation to Julie Perry at 833-7699. The Petty Cash balances, lost textbooks, lost library books, NSF Reconciliation, etc., will be checked for compliance. You will receive an e-mail notification saying you may proceed with closing the month.

Perform Month-End Closing Procedures **Option 1** (Closing the Month AFTER Reconciling the Bank Statement). E-mail the files to Julie Perry in Finance, noting they are for June 2006. See TAM 2005-018 Manatee Month-End Procedures – Revised for further instructions. (All TAM's are available on the Finance website.)

Closing the year:

- ◆ Add the school year to the beginning of the school name; for example, 05-06 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.
- ◆ Close the year by selecting Maintenance, Utilities, Year-End Closing, and 'Y' for yes.
- ◆ E-mail the files to Julie Perry in Finance, noting they are for the Year End. She will immediately install FY 2005-2006 on your school's server 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, and
- ◆ Monthly documentation for June.

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 833-5850.

cc: School Principals
Assistant Superintendents

STAGES OF A NON-SUFFICIENT FUNDS (NSF) CHECK

This is an overview of the NSF process. It is suggested that the different stages be kept in separate sections of a classification folder. It is not required that your school follow this method exactly; however, there should always be a folder that can be balanced to your school's \$-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 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
- An Excel worksheet has been provided to make this process easier.

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