



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

FINANCE TAM: 2013-039
CONTACT: Cindy Harris, Accountant
Budgeting & Financial Services
TELEPHONE: 833-5821

TO: School Principals
FROM: Rita R. Scallan, Chief Financial Officer
DATE: May 21, 2013
SUBJECT: Internal Funds Year-End Procedures

A handwritten signature in blue ink, reading "Rita R. Scallan", is written over the "FROM:" line.

The end of the fiscal year is fast approaching, and it is time to begin preparing the school internal funds for the end of year closure. Below you will find step-by-step instructions to close your school's internal funds accounts for fiscal year 2012-2013.

Prior to June 13, 2013:

- A. Request reimbursement of Petty Cash. (Must be fully reimbursed as of June 30, 2013.)
- B. Request reimbursement of Day Care Petty Cash, if applicable. (Must be fully reimbursed as of June 30, 2013.)
- C. See Purchasing TAM 2012-031 for further instructions. (All TAM's are available on the Finance website.)

Prior to June 25, 2013:

- A. Deposit the entire balance of the Textbooks Lost/Damaged account into your school's Textbook Project (3105) and the Library Books Lost/Damaged account into your school's Library Books Project (3106).
 - 1. Send an internal funds check and Cash Transmittal Form (MIS 3218) to Accounting & Financial Reporting. If your school receives additional funds or must issue refunds after the account balance has been sent to the District, you may allow this balance (positive or negative) to roll to the next fiscal year.
- B. Reimburse any other eligible expenditures as needed. For example, field trip transportation expenditures may be reimbursed by sending an internal funds check and Cash Transmittal Form (MIS 3218) to Accounting & Financial Reporting.
 - 1. Transportation has agreed to break the June billing into two trip Reports. The first report will be for trips dated June 1 through June 15, 2013, and will be received by your school in June to allow time for reimbursements. The second report will be for trips taken between June 16 and June 30, 2013, and will be billed in July but charged to your school's fiscal year 2012-2013 budget; therefore, these charges may not be reimbursed with internal funds.

- C. **All textbook funds, library book funds, and reimbursements must be received by the Accounting & Financial Reporting office no later than 12:00 p.m. on Friday, June 28, 2013, to be applied to your fiscal year 2012-2013 budget. The courier delivers mail to Finance in the afternoon; therefore, any funds being sent through the courier must be delivered by Thursday, June 27, 2013.**

Prior to June 28, 2013:

- A. Collect all outstanding change funds.
- B. Reimburse the Imprest Fund, if applicable.
- C. Perform a reconciliation of the \$-NSF account.
- D. Perform account 'clean-up' such as:
 - 1. Transfer Picture funds to General,
 - 2. Transfer Vending to Principal's Discretionary,
 - 3. Handle small leftover amounts in field trip accounts as noted on permission slips,
 - 4. Cover all negative balances in accounts, and
 - 5. Transfer *fundraiser* profits/losses to main accounts.

Note: It is not necessary to transfer *all* sub-accounts to the main accounts. *Only transfer fundraiser balances. Interest will be transferred after the final reconciliation is completed.*

BEFORE closing the month of June 2013:

June will be the only month that you will hold your books open until you have reconciled and printed all required reports. **In addition, the Budgeting Department must complete the year-end closing prior to any July transactions.**

- A. Purchase Order Procedures (*If you do not post PO's in SFO, please skip this step:*)
 - 1. If you are posting purchase orders, keep in mind that *open PO's will not carry over into the new year*. Any open PO's will actually prevent the year-end process from running.
 - a. Print the Open PO's Report found under the Reports menu, Purchase Orders. This will give you an up-to-date listing of all PO's that have not been liquidated.
 - b. Using this report as a guide, go to the PO's menu, Liquidate, and liquidate (close) all open PO's. It is important to use a June 30, 2013, liquidation date.
 - c. Once the year-end process is completed for your school, you can enter these PO's again with a July 1, 2013, date and a new PO number.
 - 2. Print a Receipts and Disbursements Report with an ending date of June 30, 2013. Do not check "Exclude Encumbrances." After liquidating all open PO's, the Year-To-Date Encumbrances total (far right column) should equal "0." PLEASE NOTE: If you have liquidated all open PO's and this total is still not "0," please contact your SFO support representative before proceeding.

- B. Complete all June transactions: receipts, disbursements and journal entries.
 - 1. Transfer all checking and SBA interest to the General fund after posting June's interest.
- C. As you complete June's Bank Reconciliation, steps #1 through #7, note the following:
 - 1. Step #5 on the bank reconciliation may NOT be used unless approved by Finance. Cindy Harris will be able to assist you with this item.
 - 2. Make sure to verify all asset (zero) accounts with their corresponding bank or account statement before finishing the reconciliation.
 - 3. Be sure to print ALL bank reconciliation reports (outstanding checks, deposits in transit, and bank reconciliation) when displayed.
 - 4. Click on the green FINISH button after printing all reconciliation reports.
- D. Print the reports that are required to be sent to Finance for the month of June 2013. (See MIS 3508 Internal Funds – Submission of Monthly Reports)
- E. Run the following reports for the entire fiscal year. Please note that due to the number of transactions in the larger schools, some of the PDF yearly reports will have to be printed in multiple reports.
 - 1. Receipts and Disbursements Report
 - a. Use the report ending date of June 30, 2013.
 - b. Uncheck "Exclude Beginning Year Balances" and generate the report.
 - c. Once the report is onscreen, save the report as a PDF by clicking the disc symbol to the right of the printer symbol.
 - d. Optional – Print the PDF and place the report in a special folder for year-end reports.
 - 2. Account History
 - a. Use the starting date of July 1, 2012, and ending date of June 30, 2013.
 - b. Select all accounts and generate the report. The report may take several minutes to generate.
 - c. Once the report is onscreen, save the report as a PDF by clicking the disc symbol to the right of the printer symbol.
 - d. Optional – Print the PDF and place the report in a special folder for year-end reports.
 - 3. Registers
 - a. Print the following registers for the date range of July 1, 2012, to June 30, 2013: Check Register, Receipt Register, Journal Entry Register, and Purchase Order Register (if applicable).
 - b. Once a report is onscreen, save the report as a PDF by clicking on "Select a format," choosing "Acrobat (PDF) file," and clicking "Export." Then choose to save the file.
 - c. Optional – Print the PDF and place the report in a special folder for year-end reports.

Closing the month of June 2013 and the Fiscal Year

- A. Send an e-mail to Cindy Harris, attaching the following PDF reports run in Item E above:
 - 1. Receipts and Disbursements Report
 - 2. Account History Report
 - 3. Check Register
 - 4. Receipt Register
 - 5. Journal Entry Register
 - 6. Purchase Order Register (if applicable)
- B. Budgeting will perform the year-end closing process. This process moves the "Year-to-Date" account activity into the "One-Year-Ago" field in your account data files. Last year's transactions will remain available for viewing or printing.
- C. Once the year-end closing process is complete, the bookkeeper will be notified to begin posting in July.

Submit the following documentation to Cindy Harris in Budgeting:

- A. Receipts and Disbursements Report, signed by the Principal. This may be printed from the PDF above and should be separate from the regular monthly documentation for June. This report is used for the District financial statements.
- B. Monthly documentation for June, including another copy of the Receipts and Disbursements Report.
- C. NSF Check Reconciliation.

After Year-End Closing:

- A. Any open PO's that you liquidated prior to year-end can be re-entered with a July date, new PO number, and printed.
- B. If you have receiptees that you will not be using in the new year, you may make them inactive by going to DataFiles, Receiptee and changing the "Active" box to "No".

Should you have any questions or need further assistance, please do not hesitate to contact Cindy Harris at 833-5821.

cc: Internal Bookkeepers