




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

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FINANCE TAM: 2016-044  
CONTACT: Cindy Harris, Accountant  
Budgeting & Financial Services  
TELEPHONE: 833-5821

TO: School Principals  
FROM: Rita R. Scallan, Chief Financial Officer   
DATE: May 18, 2016  
SUBJECT: Internal Funds Year-End Procedures

**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 2016-2017.**

**Prior to June 13, 2016:**

- A. Request reimbursement of Petty Cash. (Must be fully reimbursed as of June 30, 2016.)
- B. Request reimbursement of Day Care Petty Cash, if applicable. (Must be fully reimbursed as of June 30, 2016.)
- C. See Purchasing TAM 2016-040 for further instructions. (All TAM's are available on the Finance website.)

**Prior to June 27, 2016:**

- A. Use the Textbooks Lost/Damaged account to reimburse current fiscal year expenditures from your school's Textbook Project (3105) and the Library Books Lost/Damaged account into your school's Library Books Project (3106).
  - 1. Check the AS400 to see how much your school has expended in each project (F503). Print the screens for backup.
  - 2. Check the balance of your Textbooks Lost/Damaged account and print for backup.
  - 3. You may not reimburse Projects 3105 and 3106 for more than was expended during the current fiscal year.
  - 4. Send an internal funds check and Cash Transmittal Form (MIS 3218) to Accounting & Financial Reporting.
  - 5. 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.



- 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 Thursday, June 30, 2016, to be applied to your fiscal year 2016-2017 budget. The courier delivers mail to Finance in the afternoon; therefore, any funds being sent through the courier must be delivered by Wednesday, June 29, 2016.**

**Prior to June 30, 2016:**

- A. Collect and deposit all outstanding change funds.
- B. Reimburse the Petty Cash Imprest Fund, if applicable.
- C. Reconcile the '6' NSF Check Holding account.
- D. Perform account 'maintenance' such as:
  - 1. Transfer Picture funds to General,
  - 2. Transfer Vending to Principal's Discretionary,
  - 3. Transfer small field trip balances to the next grade level's field trip account (large balances should have already been refunded to parents),
  - 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 the balances of completed fundraisers. Interest will be transferred before the final reconciliation is completed – See "BEFORE Closing the Month of June 2016 – Item B.1."*

**BEFORE Closing the Month of June 2016:**

**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, 2016, liquidation date.
    - c. Once the year-end process is completed for your school, you can enter these PO's again with a July 1, 2016, date and a new PO number.
  - 2. Print a Receipts and Disbursements Report with an ending date of June 30, 2016. 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, including interest.
  - 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 2016. (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, 2016.
    - 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, 2015, and ending date of June 30, 2016.
    - 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, 2015, to June 30, 2016: 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 2016 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