OFFICE OF THE AUDITOR-CONTROLLER

"Proudly Serving the Financial Needs of Tuolumne County"

DEBORAH BAUTISTA, CPA
Clerk & Auditor-Controller

DATE: June 1, 2016

TO: All Department Heads

FROM: Deborah Bautista, Auditor-Controller

SUBJECT: PROCEDURES TO CLOSE 2015-16 FISCAL YEAR-END

Below are the closing procedures for fiscal year 2015-16. With the final budget hearing the on August 16, 2016, we will need to determine final fund balance as soon as possible. The time schedule is **not** that different from prior years.

JUNE REPORTS

We plan to have the June reports to all departments by July 22th. These reports will reflect all year-end adjustments the Auditor's Office has received, (i.e., receivables, payables and encumbrances). Therefore, the earlier we receive your schedules, the more accurate your department balances will be.
Anything in yellow is new.

ACCOUNTS RECEIVABLE

Each department shall provide the Auditor-Controller with a Schedule of Revenues and Reimbursements **EARNED** but not deposited with the Treasurer as of June 30, 2016. This schedule signed by the responsible Department Head shall be filed with the Auditor-Controller ***BY* THE CLOSE OF BUSINESS JULY 11, 2016.** Included in this schedule shall be State and Federal Grants or Contracts and any other items that the department usually bill out to any paying agency.
If the funds are federal or State, please include the contract or grant agreement. This will save a phone call later during the audit. The department should **NOT** include charges and fees routinely received by the department in the normal course of business. The schedule shall provide the source of the funds, the name of the program for which the funds are billed, the complete account number to which the item will be deposited, and the amount. Estimates of amounts not billed but due to the County as of June 30, 2016 should be included. There will be provided an electronic form to help facilitate the preparation of the year end receivables. Another copy of the form will be on the prddata drive under forms.

WHEN COMPLETING ACCOUNTS RECEIVABLES AND SCHEDULES:

1) List items in account number order with a subtotal for each object account and a total for the department.
2) Use a **separate form** for **each department**.
3) Round totals to the **nearest dollar.**

It's really helpful for us to have each department on a separate schedule.

2 South Green Street, Sonora, CA 95370
Phone: (209) 533-5551 Fax: (209) 533-5627
www.tuolumnecounty.ca.gov

PAYABLES-EXPENDITURES

All claims received by the Auditor-Controller by noon on June 30, 2016, will be paid on/or by June 30, 2016. All claims received after that, will be paid on or after July 1, 2016. You will not have to prepare a schedule for accounts payable because we will enter all payables via the accounts payable system. Therefore, a basket labeled **"June 2016"** will be on the counter and all claims pertaining to June 30, 2016 should be left in that basket. If you send your claims via interoffice mail, please mark the Claims "**June 2016**". The June claims must be in the Auditor's office by July 19th to be reflected on your June reports.

CREDIT CARDS

The normal cut-off date is the 22nd of the month. However, for the month of June 2016, we will send a report for the full month of June (1-30th), on July 5. Please review, assign account numbers and return to the Auditor's office by July 15, 2015 for inputting as accounts payable. Do **NOT** include these transactions on your encumbrance schedule. Remember some vendors do not turn in their credit card receipts daily, so make sure all of your 2015-16 purchases are on this report. **Write in any missing charges** at the bottom of the report.

ENCUMBRANCES/ CONTRACTS

Purchase orders can be entered or sent to the Auditor's office for input into the PeopleSoft system through June 30, 2016. If you have a contract or written commitment, and approval by the Board, send a schedule of these encumbrances with back up by July 15, 2016, so that we can enter them into the system. There will be provided an electronic form to help facilitate the preparation of the year end encumbrances and contracts. Another copy of the form will be on the prddata drive under forms

Please include the following information on the list of encumbrances: payee, account number, amount, and contract number or date approved by Board of Supervisors. Encumbrances, which do not reference a contract number, must have a copy of the Board minutes attached showing Board approval of the contract. The Department Head must sign this schedule.

Do **NOT** list Office Max or printing orders on the accounts payable or encumbrance schedules.

JOURNAL ENTRIES

Journal entries that are to be posted in June 2016 must be received in the Auditor's Office no later than July 20, 2016. We will be calculating and posting interest on July 21, 2016.

SALARIES & EMPLOYEE BENEFITS

Payroll through the period ending June 30, 2016, will be charged to departments 2015-16 payroll accounts. Payroll posting will be completed by July 18, 2016. Please send in all employee reimbursements that pertain to June by July 11, 2016. This will insure that they are correctly coded to the correct year. Employees that have a final pay date of June 30, 2015 will be fully charged to fiscal year 2015-16.

DEPOSIT OF FUNDS

Please deposit all funds received in your office through June 30, 2016, prior to 4:00 p.m. on June 30, 2016. Any deposits made after that time will be recorded in July and will not be reflected in

the 2015-16 reports. For Departments on the cash receipt system, please cut-off at 3:00 p.m., on June 30, 2016, and deposit these funds by 4:00 p.m.

YEAR-END TRANSFER

The Auditor's office has already started to prepare year-end transfers to clean up line items and help determine estimated fund balance. We will finish by July 22, 2016.