



OFFICE OF THE AUDITOR-CONTROLLER
"Proudly Serving the Financial Needs of Tuolumne County"

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Clerk & Auditor-Controller

DATE: June 15, 2022
TO: All Department Heads and Fiscal Staff
FROM: Deborah Bautista, Auditor-Controller
SUBJECT: PROCEDURES TO CLOSE 2021-22 FISCAL YEAR-END

Below are the closing procedures for fiscal year 2021-22. With the final budget hearing the on **September 20, 2022**, we will need to determine final fund balance as soon as possible. The time schedule is **not** that different from prior years. **However, with the new system there will be more direct inputting from the departments and less paper sent to the auditor's office. Anything in yellow is new.**

JUNE REPORTS

We plan to have the June reports to all departments by July 28th. These reports will reflect all year-end adjustments the Auditor's Office has received, (i.e., receivables, deferred revenue and encumbrances) **and all direct entries made by the departments.** Therefore, the earlier we receive your schedules, the more accurate your department balances will be.

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, 2022. This schedule signed by the responsible Department Head shall be filed with the Auditor-Controller **BY THE CLOSE OF BUSINESS JULY 15, 2022.** 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, 2022 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 helpful for us to have **each department on a separate schedule.**

DEFERRED REVENUE

Each department shall provide the Auditor-Controller with a Schedule of Deferred Revenues. Revenues received but **NOT EARNED** but deposited with the Treasurer **BEFORE** June 30, 2022. These revenues, probably grants, should have been re-budgeted in 2022-23. This schedule signed by the responsible Department Head shall be filed with the Auditor-Controller **BY THE CLOSE OF BUSINESS JULY 15, 2022**. 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.

There will be provided an electronic form to help facilitate the preparation of the year end deferred revenue. 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 helpful for us to have **each department on a separate schedule.**

PAYABLES-EXPENDITURES

Departments should enter their accounts payable claims directly into the system. Remember if the invoice or work was done before June 30, 2022, to use June 30, 2022 or prior, as the post date. If the work was done in July or after, post in July.

CREDIT CARDS

The normal cut-off date is the 22nd of the month. However, for the month of June 2022, we will send a report for the full month of June (1-30th), on July 6th. Please review, assign account numbers and return to the Auditor's office by July 13, 2022, 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 your 2021-22 purchases are on this report.

Write in any missing charges at the bottom of the report including account numbers.

ENCUMBRANCES/ CONTRACTS

Purchase orders should be entered into the system through June 30, 2022.

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, 2022, 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

June journal entries should be entered into the system by July 19, 2022 will be part of the calculation of interest. We will be calculating and posting interest on July 22, 2022. Please enter journals into the system as soon as the department is aware of them. Remember to use a June date if incurred on or before June 30, 2022.

SALARIES & EMPLOYEE BENEFITS

Payroll through the period ending June 30, 2022, will be charged to departments 2021-22 payroll accounts. Payroll posting will be completed by July 11, 2022. Please send in all employee reimbursements that pertain to June by July 1, 2022. This will ensure that they are correctly coded to the correct year. Employees that have a final pay date of June 30, 2022, will be fully charged to fiscal year 2021-22.

DEPOSIT OF FUNDS

Please deposit all funds received in your office through June 30, 2022, prior to 4:00 p.m. on June 30, 2022. Any deposits made after that time will be recorded in July and will not be reflected in the 2021-22 reports.

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, 2022.