

**2015 – 2016**  
**Internal/Student**  
**Activity Accounts**  
**Year End Procedures**



- A. **Monthly Financial Report** - June's balanced monthly financial report **must** be submitted electronically to [bookkeeperresource@pasco.k12.fl.us](mailto:bookkeeperresource@pasco.k12.fl.us) no later than **July 18, 2016**.
- **Adjustments** – The Bank Reconciliation form cannot have any bank adjustments or returned checks listed when you balance June. If you have any returned checks in June, they must be entered into Accounts Receivable. Contact one of the Bookkeeping Coordinators for assistance with bank adjustments.
  - **Negative Balances** - No Activity may have a negative **NET** balance on the June 30, Project Balance Report. To cover negative balances, use a Cash Transfer/Cash Adjustment form. Directions are on the [OSG: Student Activities \(Internal Accounts\) Cash Transfers](#).

**Negative balances must be covered from another project and MUST NOT be reversed in the new fiscal year. EXCEPTION:** For any account that is reasonably expected to receive revenue in excess of its negative balance during the next year, the coverage entry may be reversed.

- **Outstanding checks** - Review the checks still outstanding (especially those over 180 days old) to determine which should be voided. To review outstanding checks, run report #7 – Outstanding Disbursement List on [OSG: Register Reports](#). The start date should be 4/1/2014, end date 12/31/2015. Any checks dated prior to December 31, 2015 should be voided **prior** to balancing June. For directions on how to void transactions (checks), refer to the [OSG: Student Activities \(Internal Accounts\) Disbursements \(Checks\) – Void Transactions \(Checks\)](#).
- B. **Year End Report Packet** – The Year End Report packet with the appropriate forms must be submitted to [bookkeeperresource@pasco.k12.fl.us](mailto:bookkeeperresource@pasco.k12.fl.us) by **July 18, 2016**. Refer to the *Year End Reports Cover Sheet* for the list of forms that need to be submitted. If N/A is checked on the cover sheet, no form needs to be submitted.
- C. **Accounts Receivable** – All returned checks in Accounts Receivable dated prior to June 30, 2015 should have been adjusted. If you still have any returned checks dated prior to June 30, 2015, complete the “Permission Request Form to Write Off Returned Checks” and email to [bookkeeperresource@pasco.k12.fl.us](mailto:bookkeeperresource@pasco.k12.fl.us).
- D. **GL Liability Accounts** - All GL Liability Accounts must be closed by June 30<sup>th</sup>. The remaining balances in the GL accounts listed below must be paid to the District no later than June 30<sup>th</sup>. One check can be sent if documentation is attached showing the amount that should be charged to each activity. Send all checks by the courier to Finance, Central Cashier.
- 222200 - Athletic Participation Fees including 2016 - 2017 fees
  - 222300 - Band/Chorus Fees –Any remaining funds that were not submitted in September
  - 222400 - Textbooks Payable
  - 222800 - VPK Inclusion

Before submitting your check(s) to the Central Cashier, review the detailed report for each GL for accuracy. Directions are on the [OSG: Account Detail Trial Balance Report #3 – Student Activities \(Internal Accounts\) Detail Account Summary Trial Balance Report](#).

- E. **Due to District** – All Due to District project (01000, 64200 and 13024) balances should be paid up through June 20, 2016. To research the balances due refer to the [OSG: Account Inquiry: Access and View Accounts Information](#).

Any charges not included in the June 20, 2016 payment and not paid by June 30, 2016 must be listed individually on the *Year End Due to District Outstanding Balance Report*.

- F. **Purchase Order Clean up** - All outstanding posted purchase orders will be rolled into the new fiscal year. It is very important to review all your outstanding purchase orders, and close or cancel out any that you do not want rolled into the new fiscal year. No purchase order should be older than 6 months.

For directions to run an Open Purchase Order report refer to the [OSG: Open Purchase Orders](#). Enter under POs # 60000000 to # 69999999 for internal/student activity open purchase orders.

Cancelling a liquidated/partially liquidated PO - Refer to the [OSG: Student Activities \(Internal Accounts\) Student Activities Purchase Orders – cancelling an unused PO](#). **DO NOT** cancel a PO with a disbursement.

Closing a unused PO - Refer to the [OSG: Student Activities \(Internal Accounts\) Enter/Update a Student Activities Purchase Order – Close a liquidated/partially liquidated PO](#). Closing a PO is done *only* when the PO has been liquidated or partially liquidated.

G. **Secondary Schools**

- **Athletic Director's (AD) Activity 961000** - Secondary schools must close out the AD Activities (961XXX) during the month of **June**.

All remaining balances in each AD 961XXX Activity must be transferred to 961000. Any negative balances must be covered from Activity 961000. To process the transfers, refer to the [OSG: Cash Transfers](#).

- **Due From Other Funds GL 114000** - Requests for reimbursements from GL 114000, which is used for the payment of athletic officials, (project 13064) should be submitted through Invoice Entry in Munis by June 10<sup>th</sup>. Refer to the [OSG: Invoice Quick Entry \(Not from a Contract\)](#) for directions.

If you do not receive the reimbursement by June 30, contact one of the Bookkeeping Coordinators.

- **The Class of 2016 Activity 920052** - Beginning July 1, 2016, Activity 920052 will be renamed Class of 2020. Any balance in Activity 920052 must be transferred to the Senior Trust, Activity 920050. Any expenses that might come in after this transfer has been completed should be paid from the Senior Trust Activity. Remember to close any outstanding purchase orders or change the coding strip to the Senior Trust Activity.

H. **Centers for the Arts only**

- June 24: All Activities should be closed - funds should be transferred to Activity 900100 (except for June Sales Tax due directly to the state).
- June 29: The June bank balance needs to be reviewed and reconciled.
- June 30: June Sales Tax expense should be entered into Munis to close Sales Tax Payable GL 2460XXXX.
- June 30: A check for the reconciled bank balance (less \$10.00 + the Sales Tax Amount + any outstanding checks) in the account must be written and submitted to the Central Cashier in Finance Services.