san diego county office of EDUCATION
FUTURE WITHOUT BOUNDARIES

@SanDiegoCOE

2021-22 Year-end Closing Workshop

District Financial Services

Goals of the Year End Closing Workshop

- ☑ To familiarize personnel new to school business with the year-end closing process.
- ☑ To review year-end closing entries and transactions.
- ☑ To help ensure that the district's financial statements are accurate and ready for an audit.

san diego county office of EDUCATION
FUTURE WITHOUT BOUNDARIES

Year-end Closing Workshop Agenda

1. General Information
2. Closing Schedules
3. Entries Made Prior to Closing
4. Payroll Accruals
5. Interfund Transfers
6. Indirect Costs
7. Closing Entries & Accruals
8. Accounting Updates
9. Checklists

Section 1

General Information

FINANCIAL ACCOUNTING

The San Diego County Office of Education assists school districts throughout San Diego County with all aspects of financial accounting, including:

- School district and charter school apportionments
- Cash management
- School district audits and finding resolution compliance
- Tax revenue and anticipation notes (TRANS)
- Support district use of County Office-administered financial ERP system
- Standardized Account Code Structure (SACS) assistance and validation tables
- Fund establishment and coordination with the county auditor
- Year-end closing process

LOGIN TO NEW AUDITOR TRANSFER WEBSITE

Watch the Auditor Transfer Portal Tutorial

Download the Auditor Transfer User Guide (PDF)

MORE TO EXPLORE

+ **Quick Links**
+ **Forms and Documents**
+ **Financial Accounting and Reporting Manual (PDFs)**
+ **Fund Resolutions**
+ **Web Resources**
+ **Contact Us**

— **Quick Links**

- 2021-22 Year-End Closing Schedule
- 2020-21 PeopleSoft Year-end Closing Workshop PowerPoint
- 2020-21 PeopleSoft Closing Checklist (Excel)
- 2020-21 PeopleSoft Closing Checklist (PDF)

Link: https://www.sdcoe.net/administrative-services/business-services/district-financial-services/financial-accounting

MORE TO EXPLORE

+ Quick Links

— Forms and Documents

Accrual Documents

- Lottery (PDF) - *updated July 2021*
- Special Education (PDF) - *updated August 2021*

Posting Documents

- Auditor Cash Transfer Form (PDF)
- Deposit Permit Form (.xlsx)
- Journal Entry Form (.xls)

Other Forms and Documents

- Fund to ORACLE Conversion (PDF)
- Fund to ORACLE Conversion - Charter (PDF)
- Cancel Warrant Request Off-Line Series (PDF)
- Warrant Cancellation Form - PeopleSoft (PDF)
- Independent Auditor Selection Certification (PDF)
- Intra-Budget Transfer Resolution (PDF)
- Sample Community College Audit Contracts (.doc)
- Sample K-12 Audit Contract (.doc)
- San Diego COVID Funding Summary (.xlsx)

Financial Accounting and Reporting Manual (PDFs)

- Financial Accounting and Reporting Manual - Updated Oct. 2021
- Financial Accounting Year-end Closing Workshop Presentation - Updated June 2021

Financial Accounting and Reporting Manual by Section

- Introduction and Table of Contents - Updated May 2022
- Sec 1 - General Accounting Information - Updated May 2022
  - Fund to ORACLE Conversion (PDF) - Updated May 2022
  - Fund to ORACLE Conversion - Charters (PDF) - Updated May 2022
- Sec 2 - Closing Schedules - Updated May 2022
- Sec 3 - Checklists Updated - June 2021
- Sec 4 - Entries Made Prior to Closing - Updated June 2020
- Sec 5 - Closing Entries / Accruals - Updated May 2021
- Sec 6 - Payroll Accruals – 9910's - Updated June 2020
- Sec 7 - Direct / Indirect Costs - Updated May 2021
- Sec 8 - Interfund Transfers - Updated May 2021
- Sec 9 - Categorical Programs - Updated May 2020
- Sec 10 - Deferred Maintenance - Updated June 2020
- Sec 11 - Reserves - Updated June 2020
- Sec 12 - GASB
  - STRS On-Behalf - Updated May 2020
  - GASB 34 - Updated May 2018
  - GASB 75 - Updated June 2019
  - GASB 54 - Updated May 2018
  - GASB 84 - Updated June 2021
    - Intro and Component Units (PDF)
    - OPEB and Pensions (PDF)
    - Other Fiduciary Activities and ASBs (PDF)
  - GASB 87 - Updated July 2021
- Sec 13 - Temporary Borrowing Updated - May 2021
- Sec 14 - SACS Software - Updated May 2021
- Sec 15 - Audit - Updated May 2018
- Sec 16 - Accounting Updates - Updated May 2021
- Sec 17 – Glossary - Updated May 2020

FINANCIAL REPORTING

School districts and charter schools countywide can receive assistance from the San Diego County Office of Education (SDCOE) with the reporting of expenditure and revenue information to the California Department of Education. SDCOE serves as the liaison and reporting agent for:

- Year-end unaudited actuals
- First and second interim reports
- Budget reporting
- Extraordinary cost pool NPS/LCI claim reporting
- Infant reporting
- Local Control Funding Formula reporting
- Necessary Small School reporting
- Property tax reporting
- K-12 single adoption notice of public hearing

SDCOE also provides user support and technical assistance, including training and procedural materials for the Principal Apportionment Revenue Software and the SACS software.

Annual reports include:

- Annual Report of Financial Transactions
- Five-Year Comparison
- Expenditure by Major Function
- General Fund Composite

VISIT THE BUSINESS SERVICES UPLOAD SITE

Download the Business Services Upload User Guide (PDF)

MORE TO EXPLORE

+ **Information from CDE**
+ **Resources**
+ **Annual Report of Financial Transactions Archive**
+ **Contact Us**

MORE TO EXPLORE

+ Information from CDE

— Resources

Forms and Documents

- Property Taxes 2021-22 P-2 (PDF)
- Property Taxes 2020-21 Annual (PDF)
- Property Taxes 2019-20 Annual (PDF)
- Property Taxes 2018-19 Annual (PDF)
- Property Taxes 2017-18 Annual (PDF)
- EPA
  - Requirements (PDF)
  - Sample Resolution (.doc)
  - Sample Exhibit Form (.xls)
- GANN Resolution Sample (.doc)
- Notice of Public Hearing Form (Google Docs)

Tools

- ESSA PPE Calculator (.xlsx) - Feb 2022
- Interest Calculator PeopleSoft (.xlsx) - Oct 2019
  - Interest Calculator PeopleSoft Instructions (PDF)
- SARC Calculator for PeopleSoft (.xlsx) - Jan 2021
- OPEB Calculator (.xlsx) - August 2018
  - OPEB Guidance per CDE (PDF)
- CAT Form - SACS (.xlsx)
  - CAT Instructions (PDF)
- Fund Reports Unaudited Actuals (.xlsx)
- General Ledger Trial Balance (.xlsx)

If you receive an error message or are prompted to enter a password when downloading any of the tools or forms, please use Google Chrome or Firefox to download the tools, forms, or reports.

Section 2

Closing Schedules

san diego county office of EDUCATION
FUTURE WITHOUT BOUNDARIES

Important Dates - 21/22 Closing

June 27th by 12 p.m.

Last day to cancel warrants

June 27th by 12 p.m.

Submit approved vouchers to commercial warrants

June 28th by COB

All Deposits to JPMorgan Chase

June 29th by 10 a.m.

Auditor's Transfers to Financial Accounting

June 2022

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

san diego county office of EDUCATION
FUTURE WITHOUT BOUNDARIES

Important Dates - 21/22 Closing

July 8th by 5 p.m.

Finalize all 21/22 PO's

Enter goods received by June 30th if necessary

July 11th Target Date

Districts to close their POs and run PO Rollover Process

August 3rd

Financial Accounting:

Post Payroll Accruals

July 2022

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022

S	M	T	W	T	F	S
	1	2	3	4	5	6

Important Dates - 22/23 Processing

July 1st

New FY activity begins

July 5th

First day commercial warrants are issued for FY 22/23

July 15th

Period 12 closes by COB

September 6th

Last day to post to period 998

Send completed district closing checklist and TRC to Financial Accounting

September 15th

Unaudited Actuals due to County Office of Education

PeopleSoft Support Training

PeopleSoft Support SDCOE PeopleSoft Support

Home | Resources | Links | Announcements | Calendar & Training | More

PeopleSoft Support
SAN DIEGO COUNTY OFFICE OF EDUCATION

Year End Closing Finance

Master Guides:

- Year End Finance Closing Guide.pdf (05/05/22, v5.0)

Important Dates for 2021-22 Year End Closing (March, 2022)

Year End Finance Refresher Video:

- Year End Finance Refresher Video (May 2022, 23:42)

Year End Finance Detailed Video:

- Year End Finance Review of Closing Activities Webinar

Year End Closing - Purchasing

Master Guides:

- PeopleSoft Year End Closing Guide for Purchasing & Inventory.pdf (04/19/22, v7.1)

Important Dates for 2021-22 Year End Closing (March, 2022)

Year End Purchasing Refresher Video:

- Year End Purchasing Refresher Video (April 2022, 54:54)

Year End Purchasing Detailed Video:

- Year End Purchasing Review of Closing Activities Webinar

Year End Closing - Inventory

Master Guides:

- PeopleSoft Year End Closing Guide for Purchasing & Inventory.pdf (04/19/22, v7.1)

Supportingt Guides:

Year End Inventory Refresher Video:

- Year End Inventory Refresher Video (May 2022, 35:04)

Year End Inventory Detailed Video:

- Year End Inventory Review of Closing Activities Webinar

Link: https://crc.sdcoe.net/resources/finance-training-materials

Section 3

Entries Made Prior to Closing

san diego county office of EDUCATION
FUTURE WITHOUT BOUNDARIES

Closing Steps Before June 30th

- ❑ Clear prior year accruals
  - Receivables (object 9200s)
  - Liabilities (object 9500s)
- ❑ Clear prior year Due-to (object 9610)/Due-from (object 9310)
  - Must be repaid in same fiscal year or following fiscal year if transfer takes place within last 120 days of fiscal year
- ❑ Clear Suspense through June
- ❑ Post Audit Adjustments

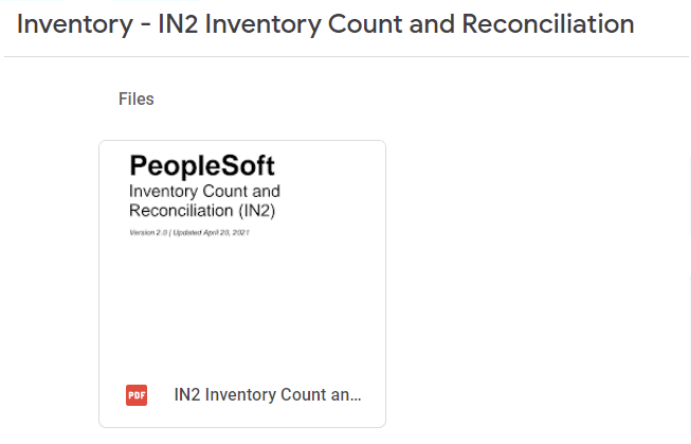
Closing Steps Before June 30th (continued)

Inventory

- ❑ Conduct physical count
- ❑ Adjust G/L to match Actual Inventory

For stores inventory, see PeopleSoft Training Guide "IN2 Inventory Count & Reconciliation"

https://crc.sdcoe.net/resources/guides-and-job-aids



Payroll Adjustments

- Use Journal Source "PAJ"

Recommended steps

1. Download & save PEDR each month
2. Filter for adjustments
   a. Suspense
   b. Funding changes
   c. Year-end adjustments (i.e. EPA)
3. Enter PAJ journal
   a. Journal Header Description: justification for payroll adjustment
   b. Journal Line Description: Employee name
   c. Journal Line Reference: Employee ID
4. File for auditors along with copy of applicable PEDR lines

Payroll Adjustments (continued)

- Interfund Payroll Adjustments (crossing funds)

Recommended steps

1. Download & save PEDR each month
2. Filter for adjustments
   a. Suspense
   b. Funding changes
   c. Year-end adjustments (ie. EPA)
3. Enter PAJ journal
   a. Journal Header Description: justification for payroll adjustment
   b. Journal Line Description: Employee name
   c. Journal Line Reference: Employee ID
   d. Offset: Due to/ Due from other funds (9310 & 9610)
4. *Enter AT journal to clear DTDF entries*
5. File for auditors along with copy of applicable PEDR lines

Review Balance Sheet

- Query objects 9000-9999
  - Pivot table by fund & object to view balances
    - FAR_GL_ACTUALS_2_FD_OBJ
  - Pivot table by fund, resource & object for more details
    - FAR_GL_ACTUALS_3_FD_RES_4OBJ
- Financial Reporting - PS General Ledger Trial Balance Excel
  - Starting with Tab “5 GL by Fund”

FAR_GL_ACTUALS_2_FD_OBJ - Fund & Object

Unit %	
Fund %	%
OBJECT FROM	9000000
OBJECT TO	9999999
PERIOD FROM	0
PERIOD TO	998
Year	20XX

View Results

san diego county office of EDUCATION
FUTURE WITHOUT BOUNDARIES

Review Due To/Due From Balances

- Object 9310: Due from other funds
- Object 9610: Due to other funds
- E.C. 42603

The governing board of any school district may direct that moneys held in any fund or account may be temporarily transferred to another fund or account of the district for payment of obligations. The transfer shall be accounted for as temporary borrowing between funds or accounts and shall not be available for appropriation or be considered income to the borrowing fund or account. Amounts transferred shall be repaid either in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year. Borrowing shall occur only when the fund or account receiving the money will earn sufficient income, during the current fiscal year, to repay the amount transferred. No more than 75 percent of the maximum of moneys held in any fund or account during a current fiscal year may be transferred.

san diego county office of EDUCATION
FUTURE WITHOUT BOUNDARIES

Due To/Due From

CSAM Procedure 730

The accounting is a debit to Object Code 9310, Due from Other Funds, with a credit to Cash in the lending fund, and a debit to Cash in the borrowing fund, with a credit to Object Code 9610, Due to Other Funds.

Date	Object Title	SACS Account String	Debit	Credit
x-xx-xx	Due from Other Funds	40-0000-0-0000-0000-9310	$100,000.00	
	Cash in County Treasury	40-0000-0-0000-0000-9110		$100,000.00
	Cash in County Treasury	01-0000-0-0000-0000-9110	$100,000.00	
	Due to Other Funds	01-0000-0-0000-0000-9610		$100,000.00
	To record the temporary interfund borrowing of cash from the Special Reserve for Capital Outlay Fund to cover a temporary cash shortfall in the General Fund.			

Clear Prior Year Due To/ Due From Balances

1. Query objects 9310-9319 & 9610-9619 for all funds
2. Identify prior year balances
   a. Are they cleared to zero?
   b. If not, enter an Auditor Transfer
3. Identify current year transactions
   a. Are they cleared to zero?
   b. If not, can they be cleared?
      i. Is there enough cash in the fund?

FAR_GL_ACTUALS_3_FD_RES_4OBJ - Fund, Resource & Object

Unit %	
Fund %	%
RESOURCE FROM	
RESOURCE TO	9999999
OBJECT FROM	9310000
OBJECT TO	9319999
PERIOD FROM	0
PERIOD TO	998
Year	20XX

View Results

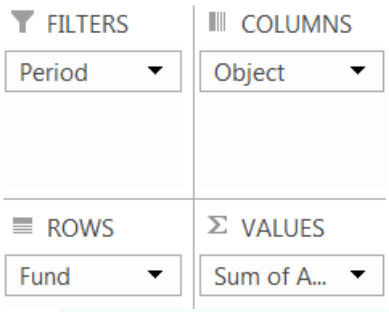
FAR_GL_ACTUALS_3_FD_RES_4OBJ - Fund, Resource & Object

Unit %	
Fund %	%
RESOURCE FROM	
RESOURCE TO	9999999
OBJECT FROM	9610000
OBJECT TO	9619999
PERIOD FROM	0
PERIOD TO	998
Year	20XX

View Results

Clear Prior Year Due To/ Due From Balances

1. If balances to clear, run detail queries for ranges 9310 – 9319 & 9610 – 9619 (ie. M_GL_DETAILS_PO)
2. Paste queries together in to one sheet, and create pivot table to identify balances by fund
   a. Use period in filter to determine prior year balances



Period 0 → Beginning balances from prior year

Sum of Amo	Column Labe		
Row Labe	9311000	9611000	Grand Total
0100	811,569.06	(252,258.71)	559,310.35
1200	72.96	(30,693.73)	(30,620.77)
1300	87,792.64	(296,734.91)	(208,942.27)
1742	90,720.00	(37,977.70)	52,742.30
2519		(5,402.17)	(5,402.17)
6300	80,481.11	(447,568.55)	(367,087.44)
Grand Total	**1,070,635.77**	**(1,070,635.77)**	**0.00**

Period (All) → Current outstanding balances

Sum of Amo	Column La		
Row Labe	9311000	9611000	Grand Total
0100	14,163.39	(2,127.44)	12,035.95
1200	-	(14,163.39)	(14,163.39)
1300	2,127.44	(625,000.00)	(622,872.56)
1742	-	-	-
2519		(75,000.00)	(75,000.00)
6300	700,000.00	-	700,000.00
Grand Total	**716,290.83**	**(716,290.83)**	**(0.00)**

Clear Prior Year Accruals (A/R & A/P)

1. Run query for prior year to identify all accrual lines
2. Run query for all transactions for current year
3. Paste in to one spreadsheet to quickly analyze by fund & resource
   a. Delete the beginning balance entry in Period 0
4. Identify outstanding amounts
   a. Are there amounts remaining to be received or paid?
      a. Follow up with vendors
      b. Note to set up as new accrual
   b. Are there variances in accrual and amount received or paid?
      a. Write off the variance to the revenue or expense account
      b. If the amount is large, or creates a negative balance in a revenue or expense account, contact auditor and/or SDCOE Business Advisor
   c. Post adjusting entries

Clear Prior Year Accruals (A/R & A/P)

1. Run query for <u>prior year</u> to identify all accrual lines

M_GL_DETAILS_PO - Details To All GL Postings

Journal ID %	%
Source %	%
District # %	
Object From	9201000
Object To	9201999
Fiscal Year	2021
Accounting Period From	12
Accounting Period To	998
Fund %	1300
Resource From	
Resource To	9999999
Site %	%
Op Unit %	%

View Results

Clear Prior Year Accruals (A/R & A/P)

2. Run query for <u>current year</u> to identify all transactions to clear accruals

M_GL_DETAILS_PO - Details To All GL Postings

Journal ID %	%
Source %	%
District # %	
Object From	9201000
Object To	9201999
Fiscal Year	2022
Accounting Period From	0
Accounting Period To	12
Fund %	1300
Resource From	
Resource To	9999999
Site %	%
Op Unit %	%

View Results

san diego county office of EDUCATION
FUTURE WITHOUT BOUNDARIES

Clear Prior Year Accruals (A/R & A/P)

3. Paste both queries in to one spreadsheet to quickly analyze by fund & resource

Delete the Period 0 lines to compare only detail transactions

Period	Date	Source	Journal ID	Amount	Fund	Resource	Resource Descr	Object	Line Descr	JE Header Description
998	6/30/2020	DO	0000833161	(57,942.46)	1300	5310000	Child Nutrition-Sch Programs	9201634		1920 CLEAR CN BAD DEBT DTDF FR
998	6/30/2020	DO	0000840848	(80,858.55)	1300	5320000	CACFP	9201000	Clear Accruals 18-19 9201/9202	Clear Accruals 18-19 9201/9202
998	6/30/2020	DO	0000840848	(77,106.75)	1300	9010000	Other Restricted Local	9201000	Clear Accruals 18-19 9201-9202	Clear Accruals 18-19 9201/9202
1	7/17/2020	DO	0000839338	158,839.90	1300	5310000	Child Nutrition-Sch Programs	9201000	JUL-20 SS FED CLAIM	TO RECORD FED AND STATE SEAMLE
1	7/17/2020	DO	0000839338	13,222.81	1300	5310000	Child Nutrition-Sch Programs	9201000	JUL-20 SS STATE CLAIM	TO RECORD FED AND STATE SEAMLE
2	8/15/2020	AR	ARD0851332	(172,062.71)	1300	5310000	Child Nutrition-Sch Programs	9201000	AR Direct Cash Journal	AR Direct Cash Journal

Clear Prior Year Accruals (A/R Example)

4. Identify outstanding amounts

a. Research to determine if amounts were recorded as current year, but should have been to prior year accrual

b. If amounts will not be received, write off the difference

Source	Journal	Amount	Fund	Resource	Object
FA	0000454	4.89	1300	5310000	9201000
DO	0000459	8,866.94	1300	5310000	9201000
FA	0000458	0.37	1300	5310000	9201000
DO	0000459	2,997.85	1300	5310000	9201000
FA	0000454	(4.89)	1300	5310000	9201000
AR	ARD0454	(8,866.94)	1300	5310000	9201000
FA	0000458	(0.37)	1300	5310000	9201000
AR	ARD0469	(2,990.00)	1300	5310000	9201000
		7.85	Accrued more than received		
	Journal entry to clear remaining balance in A/R:				
	Debit:	7.85	1300	5310000	*8634000*
	Credit:	(7.85)	1300	5310000	9201000

Clear Prior Year Accruals (A/P Example)

4. Identify outstanding amounts

a. Research to determine if amounts were recorded as current year, but should have been to prior year accrual

b. If amounts will not be received, write off the difference

Source	Journal	Amount	Fund	Resource	Object
DO	0000459	(1,852.18)	6300	0000000	9510000
DO	0000459	(27.51)	6300	0000000	9510000
PAC	0000452	(3,695.44)	6300	0000000	9510000
PAC	0000454	37.51	6300	0000000	9510000
DO	0000459	1,852.18	6300	0000000	9510000
DO	0000459	27.51	6300	0000000	9510000
PAC	0000454	(37.51)	6300	0000000	9510000
PAC	0000452	3,695.44	6300	0000000	9510000
AP	AP00462	136.70	6300	0000000	9510000
		136.70	Not accrued in the prior year		
	Journal entry to clear remaining balance in A/P:				
	Debit:	136.70	6300	0000000	*5800000*
	Credit:	(136.70)	6300	0000000	9510000

Clear Suspense (example)

- February – June Principal Apportionment payments include "PY recomputations & adjustments"
  - Financial Accounting posts to suspense (899900)
  - Adjustments and Prior Year Recomputations Detail by LEA: https://www.cde.ca.gov/fg/aa/pa/iassf21p1.asp
    - Clear to PY accrual (A/R 9290 or A/P 9590)
    - Difference clear to object 8019
    - Expanded Learning Opportunities Program (ELOP) - First Apportionment should be cleared to resource 2600 object 8590

Adjustments and Prior Year Recomputations LEA Detail

2021–22 First Principal (P-1) Apportionment

LEGEND: LEA = Local Educational Agency; LCFF = Local Control Funding Formula; SCO = State Controller's Office; AB = Assembly Bill; COE = County Office of Education; ADA = Average Dail

EAAP = Education Audits Appeal Panel; IS = Independent Study

County Code	District Code	School Code	Charter Numbe	Local Educational Agency	Fiscal Year	Description	Amount
37	67983	0000000	N/A	ABC Unified	Fiscal Year 2019/20	School District LCFF State Aid	(1,475)
37	67983	0000000	N/A	ABC Unified	Fiscal Year 2020/21	School District LCFF State Aid	(332,984)
37	67983	0000000	N/A	ABC Unified	Fiscal Year 2021/22	Expanded Learning Opportunities Program - First Apportionment	(108,368)
TOTAL							**$ (442,827)**

Prepared by

California Department of Education

Clear Suspense (example)

2021-22 PRINCIPAL APPORTIONMENT

MAY 26

Account Description	Fund	Resource	Goal	Object	Apport. Amt.
LCFF	0100	0000000		8011000	224,017
County Office Funds Transfer	0100	0000000		7142000	163
Expanded Learning Opportunities	0100	2600000		8590000	39,407
New Charter in Lieu Property Tax	0100	0000000		8011000	0
SpEd Early Intervention Preschool Grant	0100	6547000	0000	8590000	0
Adjmts & PY Recomp	0100	9999000		8999000	-88,565
Special Education	0100	6500000	5001	8792000	19,401
					194,423

"PY recomputations & adjustments" is divided into five payments.

$442,827/5 = $88,565 (rounding is corrected in June)

Sample entry:

Fund	Resource	Object		Debit	Credit
0100	9999000	8999000	Suspense Revenue		88,565
0100	0000000	9590000	Due to Grantor Governments	295	
0100	0000000	9590000	Due to Grantor Governments	66,597	
0100	2600000	8590000	All Other State Revenue	21,673	

san diego county office of EDUCATION
FUTURE WITHOUT BOUNDARIES

Audit Adjustments

CSAM Procedure 219

Common Audit Adjustments

Audit Adjustments (made to the audited financial statements after the books for the audit year have been closed)	Processed Transactions (made in the current fiscal year)*	Entries Needed in the LEA's Books (made in the current fiscal year)
1. The auditors determine that a receivable was not set up for a material amount ($15,000) of revenue earned as of 6/30/xx. **DR Accounts Receivable $15,000** **CR Revenue $15,000**	Assumption A: The revenue is received before the audit adjustment is booked. The LEA makes the following entry: **DR Cash $15,000** **CR Revenue $15,000** Assumption B: The revenue is not received before the audit adjustment is booked. **– No Entry–** *Entries made in this column are based on the assumption that the reversal method is not used in the current year for accounts receivable and accounts payable accrued in the prior year and that the LEA credits and debits Accounts Receivable and Accounts Payable when these accruals are collected and paid, respectively, in the current year.	Assumption A: To book the audit adjustment: **DR Accounts Receivable $15,000** **CR Audit Adjustments $15,000** To correct the processed transaction: **DR Revenue $15,000** **CR Accounts Receivable $15,000** Assumption B: **DR Accounts Receivable $15,000** **CR Audit Adjustments $15,000**

Section 4

Payroll Accruals

Payroll Accruals

- Districts will enter payroll data in July
- Any FY 21/22 time MUST be entered with a combo code (ie. June hourly, overtime, adjustments, VPO, etc.)
- July payroll runs
- All time worked prior to July will be posted to June as an accrual
- This entry will automatically reverse in July
- The accrual reversal entry will clear the expenses in July and move them to 9510000

STRS, PERS, SUI Accruals

- STRS, PERS, & SUI are part of post cash process

- District accrues amounts in June as a reversing entry

  Debit 9910XXX

  Credit 9510000

Liability Accruals

District enters journal entry with June 30 date and period 998 for outstanding STRS and PERS amounts.

June 30 Accrual JE

FD	Res	Obj		Debit	Credit
0100	xxxx	9910-311	STRS Suspense	2,000	
0100	xxxx	9910-321	PERS Suspense	1,000	
0100	xxxx	9510000	Current Liabilities		3,000

Reverse the entry on July 1st

July 1 Reversing JE

FD	Res	Obj		Debit	Credit
0100	xxxx	9510000	Current Liabilities	3,000	
0100	xxxx	9910-311	STRS Suspense		2,000
0100	xxxx	9910-321	PERS Suspense		1,000

Section 5

Interfund Transfers

Interfund Transfers In & Out

- The total of all Interfund Transfers **In** must equal the total of all Interfund Transfers **Out**
- Use Goal 0000 and Function 9300 to record the Transfers Out
- Transfers In do not need the Goal or Function fields

Section 6

Indirect Costs

san diego county office of EDUCATION
FUTURE WITHOUT BOUNDARIES

Indirect Costs

- Definition: General management costs consist of administrative activities necessary for the general operation of the agency, such as accounting, budgeting, payroll preparation, personnel services, purchasing, and centralized data processing
- Indirect Cost Rate (ICR): percentage of an organization's indirect costs to its direct costs and is a standardized method of charging individual programs for their share of indirect costs
- Purpose: standardized, efficient way to recover a share of general management costs from individual (restricted) programs

san diego county office of EDUCATION
FUTURE WITHOUT BOUNDARIES

Indirect Costs

- Approved rates are posted on the CDE web site:
  - http://www.cde.ca.gov/fg/ac/ic
- Must use the lesser of the CDE approved rate or a grant stated max each year
  - Food Service programs: use the **lesser** of the districts' approved rate or the statewide average rate of 5.48% for FY 2020/21
- IDC cannot be charged to object 5100s and 6000s-7000s
  - Require minimal administrative support compared to the amount of dollars spent
- 7310 must net to zero by function & object at the fund level
- 7350 must net to zero by function & object between funds

Indirect Costs

Title I

Total Exp.	
1000-5999	$ 10,500
Less Obj 5100	(500)
Adj Exp.	$ 10,000
ICR	6%
Indirect Cost	$ 600

Sample entry

0100-3010000-1110-7210-7310	$ 600	
0100-0000000-0000-7210-7310		$ 600

Indirect Costs

Food Services

Total Exp.	
1000-5999	$ 100,500
Less: Obj 4700	(50,500)
Less: Obj 5100	(10,000)
Adj Exp.	$ 40,000
ICR	5.48%
Indirect Costs	$ 2,192

Sample Entry:

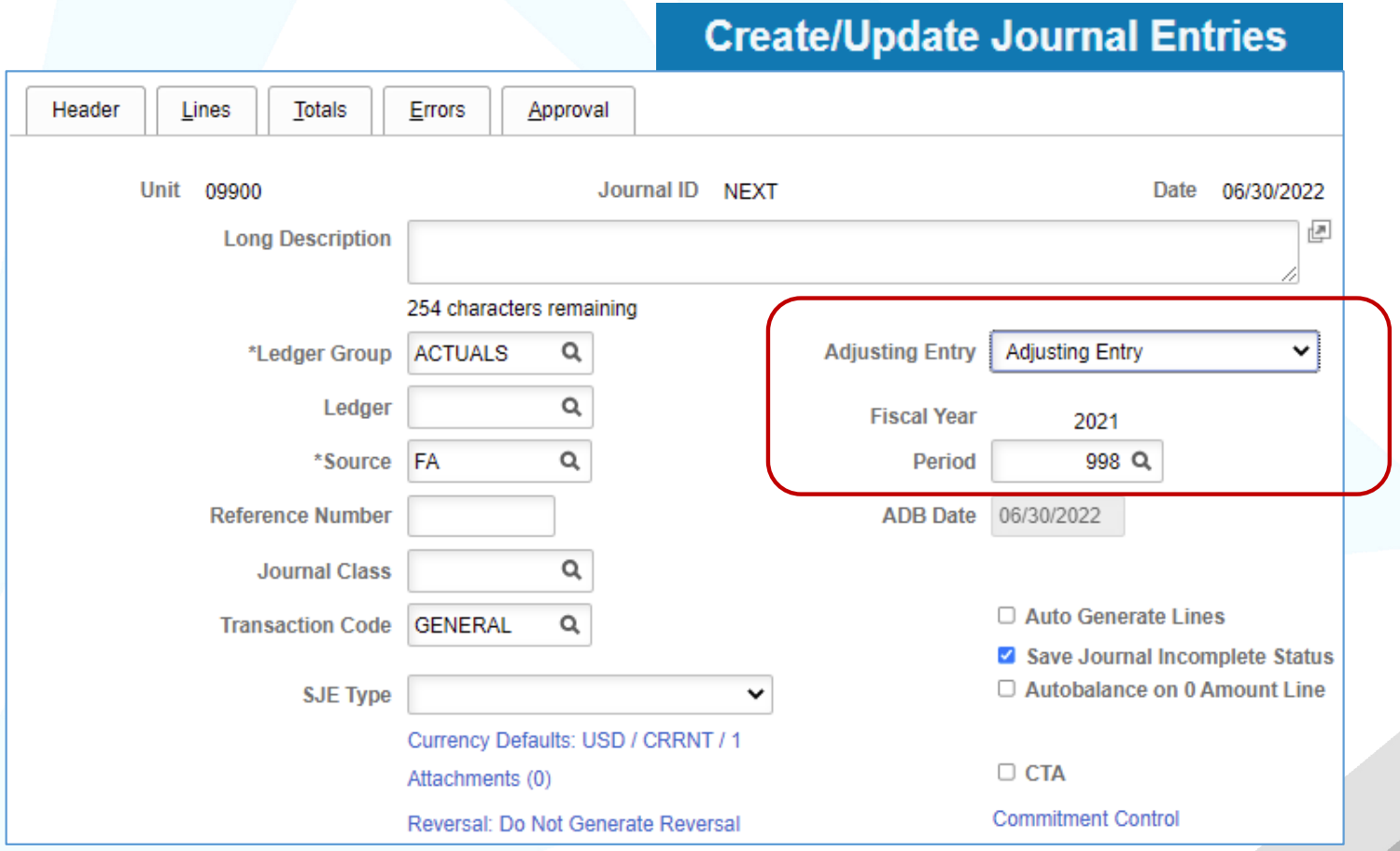
1300-5310000-0000-7210-7350	$ 2,192	
0100-0000000-0000-7210-7350		$ 2,192

Section 7

Closing Entries & Accruals

Accrual Journal Entries in PeopleSoft

☑ Clear all PY accruals to period 12 and post accruals to period 998



Reversing Journal Entries PeopleSoft

Header | Lines | Totals | Errors | Approval

Unit 09900 Journal ID NEXT Date 06/30/2022

Long Description

254 characters remaining

*Ledger Group ACTUALS

Ledger

*Source FA

Reference Number

Journal Class

Transaction Code GENERAL

SJE Type

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal

Entered By 531885

Entered On

Last Updated On

Save | Notify | Refresh

Journal Entry Reversal

Help

Reversal

- Do Not Generate Reversal
- Beginning of Next Period
- End of Next Period
- Next Day
- Adjustment Period
- On Date Specified By User

Adjustment Period

Reversal Date 07/01/2022

ADB Reversal

- Same As Journal Reversal
- On Date Specified By User

ADB Reversal Date

OK | Cancel | Refresh

Reminder:
Reversing JVs will not automatically post.

State Aid & EPA Accruals

☑ LCFF

February – June

- Financial Accounting posts "PY recomputations & adjustments" to suspense (899900)
  - Clear to PY accrual (A/R 9290 or A/P 9590)
  - Difference clear to object 8019

☑ EPA

PY Adjustment posted to suspense in March (Third Quarter)

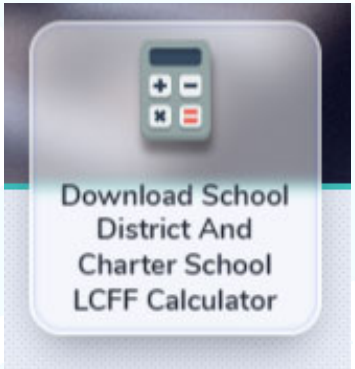
- Clear to object 8019
- Post EPA Expenditure report on your district's website

Calculate LCFF Accrual

1. Download latest version of LCFF calculator
   - Available in July
   - Preloaded with P-2 certification data
   - Update

     Property Taxes Actuals

     P-2 ADA/Annual ADA



https://www.fcmat.org/lcff

san diego county office of EDUCATION
FUTURE WITHOUT BOUNDARIES

Calculate LCFF Accrual...continued

2. Update Property Taxes

- 2021-22 Annual J29-B
  - Available August 15, 2022
  - PeopleSoft Run Query Obj 8021-8089

2021-22 Annual Amount of Taxes Collected and Distributed
J29-B
As of August 15, 2022

Homeowners' Exemptions	Secured Taxes	Unsecured Taxes	Prior Years' Taxes	Supplemental Taxes	ERAF Taxes	Subtotal	Community Redevelopment Funds	Redevelopment Property Tax Trust Fund	Redevelopment Agency Asset Liquidation
8021	8041	8042	8043	8044	8045		8047	8047	8047

san diego county office of EDUCATION
FUTURE WITHOUT BOUNDARIES

Calculate LCFF Accrual...continued

3. Review District Enrollment, District Unduplicated Pupil Count and update as necessary.

Tie to CALPADS report 1.17

		2021-22
(d) UNDUPLICATED PUPIL PERCENTAGE		
A-1.2 / A-3.2	District Enrollment (second prior year)	
A-1.1 / A-3.1	District Enrollment (first prior year)	
A-1 / A-3	District Enrollment	14,357
A-2.2 / A-4.2	COE Enrollment (second prior year)	
A-2.1 / A-4.1	COE Enrollment (first prior year)	
A-2 / A-4	COE Enrollment	1
	Total Enrollment	14,358
B-1.2 / B-3.2	District Unduplicated Pupil Count (second prior year)	
B-1.1 / B-3.1	District Unduplicated Pupil Count (first prior year)	
B-1 / B-3	District Unduplicated Pupil Count	11,165

Calculate LCFF Accrual…continued

4. ADA Updates

Annual ADA

- Special Ed Extended Year
- Nonpublic Schools (NPS)
- NPS-Licensed Children's Institutions (NPS/LCI)
- Community Day School
- COE SPED, NPS, NPS/LCI,
  - County Community P-2

		2021-22
(e) AVERAGE DAILY ATTENDANCE (ADA)		
Enter ADA by grade span. The calculator will determine the greater of current or prior yea		**unding calculation .**
	Current Year ADA: (P-2, Annual for Special Day Class Extended Yea	
B-1, D-6	**Grades TK-3**	**5,664.96**
B-2, D-7	**Grades 4-6**	**4,385.82**
B-3, D-8	**Grades 7-8**	**2,733.04**
B-4, D-9	**Grades 9-12**	-
	TOTAL CURRENT YEAR ADA	12,783.82
	Nonpublic School, NPS-Licensed Children Institutions, Community	
E-1, D-17	**Grades TK-3**	-
E-2, D-18	**Grades 4-6**	**1.96**
E-3, D-19	**Grades 7-8**	**2.60**
E-4, D-20	**Grades 9-12**	-
	TOTAL NPS-CDS (Annual)	4.56
	District Basic Aid ADA funded outside of the LCFF (Court Ordered, Voluntary Tfr. & Open Enrollment) (For calculating EPA only; this ADA is not included in the LCFF funding calculation).	
	DISTRICT TOTAL	12,788.38
	County Operated Programs, e.g. Community School, Special Ed: (P	
E-6, E-11	**Grades TK-3**	-
E-7, E-12	**Grades 4-6**	-
E-8, E-13	**Grades 7-8**	**0.39**
E-9, E-14	**Grades 9-12**	-
	COUNTY TOTAL	0.39

Calculate LCFF Accrual...continued

LCFF Projected Summary of Funding

Components of LCFF By Object Code		
State Aid (Object Code 8011)	$	90,000,494
EPA (for LCFF Calculation purposes)	$	23,366,783
Local Revenue Sources:		
Property Taxes (Object 8021 to 8089)	$	57,360,970
In-Lieu of Property Taxes (Object Code 8096)		(8,773,529)
Property Taxes net of In-Lieu	*$*	*48,587,441*
TOTAL FUNDING		**161,954,718**

san diego county office of EDUCATION
FUTURE WITHOUT BOUNDARIES

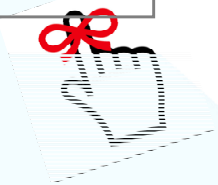
Calculate LCFF Accrual...continued

Actual amounts received vs. Amounts due per the LCFF calculator

- Exclude PY LCFF and EPA Adjustments (Object 8019) from CY Accrual Calculation -

LCFF Apportionmnet:	Actuals	LCFF Calculator	Difference	
State Aid	$ 88,897,125	$ 90,000,494	**$ 1,103,369**	**Receivable Due from State**
Current Year EPA	$ 23,613,753	$ 23,366,783	**$ (246,970)**	**Payable Due to State**
Property Taxes net of in-Lieu	$ 48,587,441	$ 48,587,441	n/a	
Total	$ 161,098,319	$ 161,954,718		

Post Accrual for SPED AB602 – Principal Apportionment



Receivable/Payable from the State:

	Fund	Resc	Obj	DR	CR
Due from Grantor Governments					
A/R	0100	0000	9290	$1,103,369	
LCFF	0100	0000	8011		$1,103,369
Due to Grantor Governments					
EPA	0100	1400	8012	$246,970	
A/P	0100	1400	9590		$246,970

Restricted Resources

☑ Identify Grants and Entitlements

- Grant = Deferred or Unearned Revenue (U)
- Entitlement = Fund Balance (F)

☑ SACS Resource Query

- https://www2.cde.ca.gov/sacsquery/querybyresource.asp

☑ FA Manual, Section 9. Categorical Programs

- https://resources.finalsite.net/images/v1637249862/sdcoenet/fkogyti77tidvnior7pr/section9-may2020.pdf

Restricted Resources One-Time COVID Funding

Program	SB98 Learning Loss Mitigation	SB117	Elementary & Secondary School Emergency Relief			
Program Acronym	LLM	COVID Rel.	ESSER I	ESSER II	ESSER III	ESSER III
Funding	GEER	Prop98	CARES	CRSAA	ARP	ARP
Resource	3215	7388	3210	3212	3213	3214
Unearned Rev/Fund Balance	U	F	U	U	U	U

Program	AB86 In-Person Instruction	Expanded Learning Opportunities (ELO) Grant					
Program Acronym	IPI	ESSER II	GEER II	ESSER III	ESSER III	ELO	ELO Paras
Funding	Prop98	State Rsrv		State Rsrv Er	State Rsrv LL	Prop98	Prop98
Resource	7422	3216	3217	3218	3219	7425	7426
Unearned Rev/Fund Balance	U	U	U	U	U	F	F

Revenue should be recognized when all applicable eligibility requirements are met and the resources are available; the receipt of funds should occur within the reporting period or soon enough thereafter to be available to liquidate liabilities of the current period.

Note: GEER I and ESSER Funds are being apportioned in ten apportionments over 2.5 years.

Restricted Resources Tools

☑ General Ledger Trail Balance Tool

☑ CAT (Categorical) Form Tool

Tools available on Financial Reporting's webpage:

More to Explore

+ Resources

https://www.sdcoe.net/business-services/financial-services/financial-reporting/Pages/Forms-and-Documents.aspx

Restricted Resources GL Trial Balance Tool

- Paste budget and actual queries
- Enter fund and resource

Enter Fund	0100	Use the 4 digit fund #
Enter Resource	3010	Use the 4 digit resource #
Enter Resource	3010000	Use the 7 digit resource #

		Fund	0100	
		Resource	3010	
Line	Object	Description	Actuals	Budget
1	9791-9795	Beginning Balance	$ -	$ -
2	8000-8999	Revenues	32,952.00	32,765.00
3	1000-7999	Expenses	32,952.00	$ 32,765.00
		Ending Balance	$ -	$ -

Line	Object	Asset Description	Actuals
4	9110	Cash	$ (32,952.00)
5	9200-9299	A/R	32,952.00
6	9111-9499	Other Assets	-
		Total Assets	$ -

Line	Object	Description	Actuals
7	9500-9589	A/P	$ -
8	9650	Unearned Revenue	-
9	9590-9699	Other Liabilities	-
		Total Liabilities	$ -
		Ending Balance	$ -
		Out of Balance	$ -
10	9910-9999	Suspense	-
		Difference	$ -

Restricted Resources CAT Form

Unearned Revenue Example

FEDERAL PROGRAM NAME:	ESEA: Title II, Part A, Teacher Quality
Local Description	
Federal Catalog Number:	
Fund Code	100
Resource Code:	4035
Sub Resource Code:	000
Ignore Sub-Resource For Expenses:	Y
CY Award Revenue Object (row 2a):	8290-000
Deferred PY Revenue Object (row 5):	8290-099
PY Adjustment Revenue Object (row 1):	8290-099
PY Carryover Revenue Object (row 1):	8290-099
Contributed Matching Funds (row 7):	
Is Carryover Allowed	Y
AWARD - BUDGET	
1. Prior Year Carryover	0.00
2. a. Current Year Award	4,466.00
b. Transferability (NCLB)	
c. Other Adjustments	
d. Adj Curr Yr Award (sum lines 2a, 2b, & 2c)	4,466.00
3. Required Matching Funds/Other	
4. Total Available Award (sum lines 1, 2d, & 3)	4,466.00
REVENUES - ACTUALS	
5. Revenue Deferred from Prior Year	0.00
6. Cash Received in Current Year	4,466.00
7. Contributed Matching Funds	0.00
8. Total Available (sum lines 5, 6, & 7	4,466.00

Note: Areas in yellow require manual input

EXPENDITURES - ACTUALS	
9. Donor-Authorized Expenditures	2,466.00
10. Non Donor-Authorized Expenditures	
11. Total Expenditures (lines 9 & 10)	2,466.00
12. Amounts Included in Line 6 above for Prior Year Adjustments	
13. Calculation of Deferred Revenue or A/P, & A/R amounts (line 8 minus line 9 plus line 12)	2,000.00
a. Deferred Revenue [1]	2,000.00
b. Accounts Payable	
c. Accounts Receivable	0.00
14. Unused Grant Award Calculation (line 4 minus line 9)	2,000.00
15. If Carryover is allowed, enter line 14 amount here	2,000.00
16. Reconciliation of Revenue (line 5 plus line 6 minus line 13a minus line 13b plus line 13c)	2,466.00

Deferred revenue record to object 9650

Record in SY budget as an increase. Goes in Line 1 of SY CAT Form

Should tie to G/L total actual revenue once all accruals are posted

Section 8

Accounting Updates

Routine Restricted Maintenance Contribution

- ☑ LEAs are required to make 3% contribution to Resource 8150, Object 8980.
  - Education Code 17070.75

- ☑ RRMA Flexibility per SB98 & SB820 of 2020 excludes the following:
  - R7690 STRS On-behalf (Section 99 of SB 98 does not expire)
  - R3210, R3212, R3213, R3214, R3215, R3216, R3218, R3219, R5316, R7027

Determining the District's Compliance with the Contribution Requirement for EC Section 17070.75 - Ongoing and Major Maintenance/Restricted Maintenance Account (OMMA/RMA)

NOTE: EC Section 17070.75 requires the district to deposit into the account a minimum amount equal to or greater than three percent of the total general fund expenditures and other financing uses for that fiscal year. Statute exludes the following resource codes from the total general fund expenditures calculation: 3210, 3212, 3213, 3214, 3215, 3216, 3218, 3219, 5316, 7027, and 7690.

DATA ENTRY: Click the appropriate Yes or No button for special education local plan area (SELPA) administrative units (AUs); all other data are extracted or calculated. If standard is not met, enter an X in the appropriate box and enter an explanation, if applicable.

Note: Resources 3220 and 7420 ended 6/30/21

STRS On-Behalf Contributions

☑ Required entry in the District's books before closing

- STRS On-Behalf Journal Entry
  - ➢ R 7690 , CR O8590/DR 3101/3102

☑ Various methodologies of calculating

- CalSTRS Mock Calculation
- Follow your district's accounting policies and/or your external auditor's recommendations

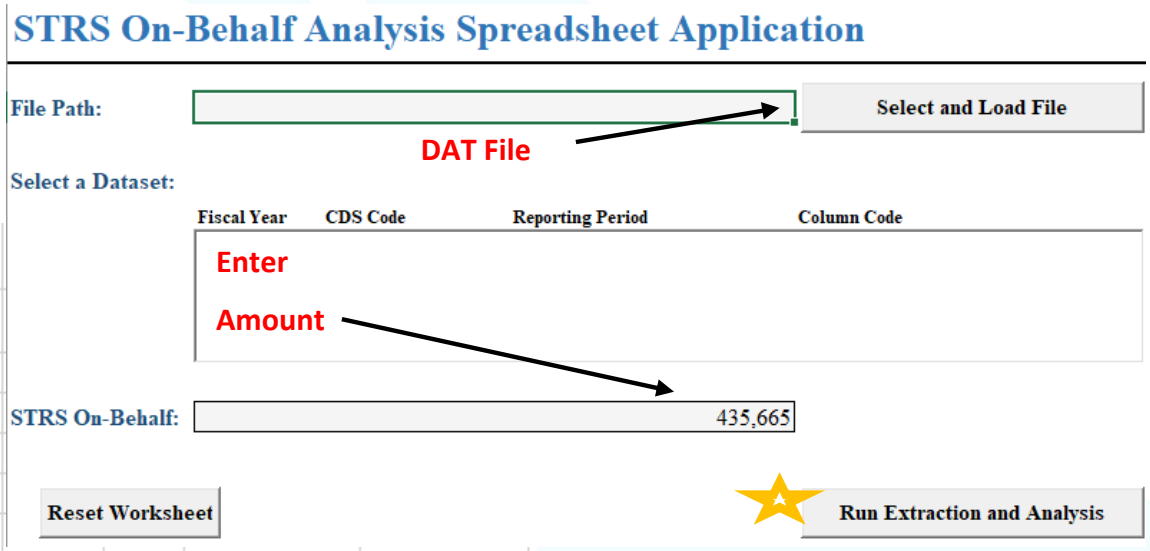
☑ See STRS on-behalf guidance on Financial Accounting's website

- https://resources.finalsite.net/images/v1637249988/sdcoenet/rqc0wkai3mvmjsn2o9fz/12SecGASB_STRSOn-Behalf.pdf

san diego county office of EDUCATION
FUTURE WITHOUT BOUNDARIES

STRS On-Behalf Contributions

- CDE created Excel template to create journal entry – New Financial Reporting Requirements for Pensions (Dated 02-Jul-2015)
  Http://www.cde.ca.gov/fg/ac/co/



Journal Entry

CDS Code:	37-68346-0000000
Fiscal Year:	2020-21
Reporting Period:	Budget, July 1
Column Code:	Estimated actuals

Account String	Fund	Resour	Goal Code	Functio	Objec	Debit Value	Credit Value
0176900577021003101	01	7690	5770	2100	3101	259	
0176900577024903101	01	7690	5770	2490	3101	647	
0176900577031203101	01	7690	5770	3120	3101	43	
0176900600010003101	01	7690	6000	1000	3101	11,147	
0176900711010003101	01	7690	7110	1000	3101	233	
Total						**435,664**	**435,664**
Checksum (total credit value less total debit value) (should be zero).							

OPEB Calculator

☑ CSAM Procedure 785

☑ OPEB Calculator Tool

- https://www.sdcoe.net/business-services/financial-services/financial-reporting/Pages/Forms-and-Documents.aspx

☑ Fund financial statements

- Qualifying trust – Direct charge (3751/3752) up to amount of service cost (normal cost). Any remainder expenses, if any, allocate to 3701/3702.
- Non-qualifying trust – Allocate OPEB expenditures to 3701/3702.

san diego county office of EDUCATION
FUTURE WITHOUT BOUNDARIES

GASB 87

SDCOE will also be holding a GASB 87 Leases Year-End Workshop via Zoom conference on June 8th, 10:00 AM – 12:00 PM. The goal of this workshop is to go over the GASB 87 requirements. Attendance is recommended for those who are involved in the accounting of school district leases and will be responsible for the implementation of GASB 87.

GASB 87 Leases Year-End Workshop Registration Link: https://sdcoe.k12oms.org/927-217545

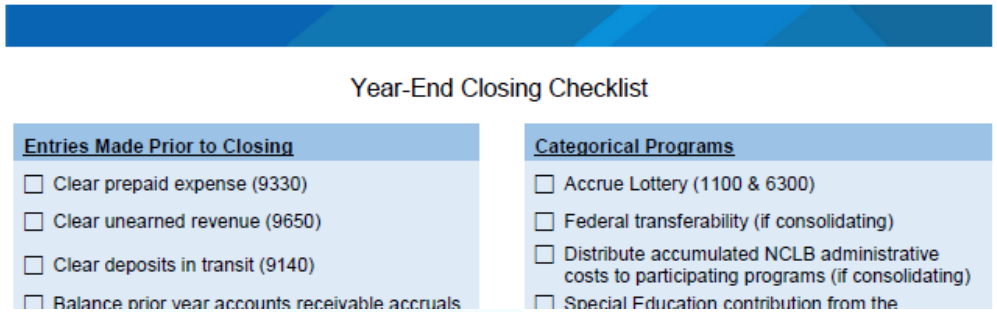
Section 9

Checklists

District Closing Checklist

☑ Closing Checklist

- Clear 'stuck' Journals
  - YR Finance Refresher

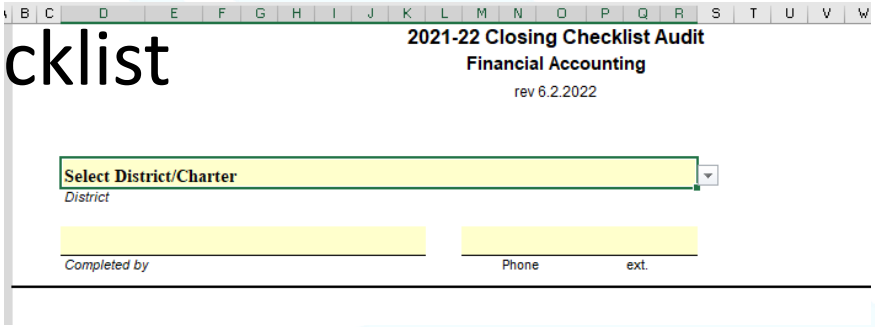


Year-End Closing Checklist

Entries Made Prior to Closing	Categorical Programs
☐ Clear prepaid expense (9330)	☐ Accrue Lottery (1100 & 6300)
☐ Clear unearned revenue (9650)	☐ Federal transferability (if consolidating)
☐ Clear deposits in transit (9140)	☐ Distribute accumulated NCLB administrative costs to participating programs (if consolidating)
☐ Balance prior year accounts receivable accruals	☐ Special Education contribution from the

☑ Audit District Closing Checklist

- Automated



2021-22 Closing Checklist Audit
Financial Accounting
rev 6.2.2022

Select District/Charter
District

Completed by
Phone ext.

☑ Checklist Found on Financial Accounting's website under "Quick Links"

http://www.sdcoe.net/business-services/financial-services/financial-accounting/Pages/financial-accounting.aspx

District Closing Checklist...continued

Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Totals | Errors | Approval

Unit 09900 Journal ID NEXT Date 06/30/2018

Long Description NO POST - Clear encumbrance example

219 characters remaining

*Ledger Group ACTUALS

Adjusting Entry Non-Adjusting Entry

Ledger

Fiscal Year 2018

*Source KK

Period 12

Reference Number

ADB Date 06/30/2018

Journal Class

Transaction Code GENERAL

Auto Generate L

Save Journal Inc

SJE Type

Autobalance on

Currency Defaults: USD / CRRNT / 1

Attachments (0)

CTA

Reversal: Do Not Generate Reversal

Commitment Control

Commitment Control

Commitment Control Amount T

Actuals and Recognized

Encumbrance

Pre-Encumbrance

Collected Revenue

Actuals, Recognize and Collec

Planned

Bypass Budget Checking

Override

Override User ID

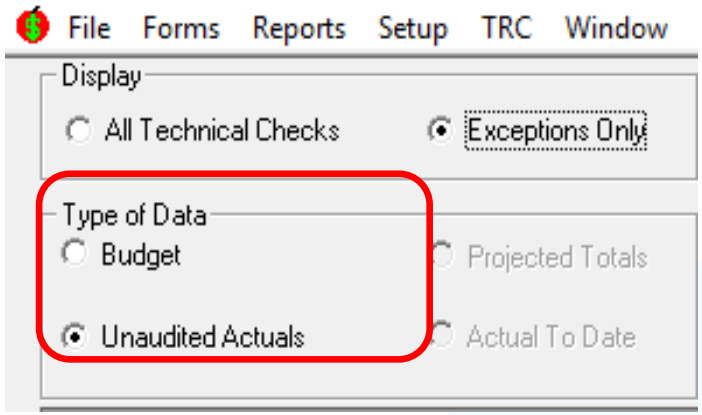
Override Date

OK | Cancel | Refres

District Closing Checklist...continued

☑ SACS Technical checks are "passed"

Review explanations with your district's Business Advisors or Financial Accounting



☑ Ready to close?

- Email finacct@sdcoe.net
  - ➢ Exceptions Only TRCs Budget and UA
  - ➢ Audit District Closing Checklist

san diego county office of EDUCATION
FUTURE WITHOUT BOUNDARIES

Charter Schools Closing the Books

- ☑ Authorizing agencies should review the charter school's Alternative Form or SACS data for appropriate coding.
- ☑ Check *Transfers to Charter Schools in Lieu of Property Taxes* nets to zero between the charter and authorizing agency.
  - Object code 8096
  - Education Code Section 47635.
- ☑ Verify Beginning Balance on ALT form is equal to Prior Year Ending balance.

Questions?