

SUBMITTING YOUR YEAR END FINANCIAL REPORT

BWSR ACADEMY
OCTOBER 2011

It is a stepwise process

- Prepare for year end by processing all normal financial entries into the financial accounting system
- Access year end instructions on BWSR website.
- Convert the records from Cash Basis to Accrual Basis by processing adjusting entries.

Make copies of any entries you make and mark WHY you made the entry.

- Update fixed asset spreadsheet and compensated absence spreadsheet.
- Run a trial balance to see that everything is in order

Steps - continued

- Adjusting entries:
 - Interest Receivable
 - Due from other Governments
 - Accounts Receivable
 - Prepaid Expense (usually trees)
 - Payables for amounts owed suppliers and others
 - Due to other Governments
 - Salaries payable
 - Deferred Revenue
 - Tree deposits

Steps - continued

- At this point you are ready to produce statements
- Start with General Fund numbers and this should use every number in the trial balance, except those related to fixed assets or compensated absences.
- Two statements are started: Statement of Net Assets (Balance Sheet) and Statement of Activities (Income Statement)
- Important to see if the new fund balance is correct
- Use troubleshooting tables if statements don't balance.

Steps - continued

- At this point complete entries that convert statements to GASB 34 format
- Add in net fixed assets and compensated absence total to Statement of Net Assets
- Add in depreciation and change in compensated absence to Statement of Activities
- As with the General Fund columns, the new columns in this statement must also balance between the two statements.

GASB 54 Adjustments

- GASB 54 is new and should be reflected in this upcoming year financial statement package.
- It is all about the Fund Balance you report on the Statement of Net Assets.
- A policy will need to be adopted that describes how your fund balance is treated and what is a minimum fund balance.
- There are new classifications for Fund Balance in the Statement of Net Assets showing if funds are nonspendable, restricted or unrestricted.

Other items to prepare

- Budgetary comparison.
- Detail statements on deferred revenue and county revenue
- Notes to Financial Statements
- Managers Discussion and Analysis (MD&A)
- Submit package to BWSR. Electronic is now preferred.
- BWSR sends a copy to the OSA
- OSA Special District form. File “Accrual basis” option.