

AUDITOR-CONTROLLER
2015-16 ONESOLUTION YEAR END CLOSING DEADLINES FROM GENERAL ACCOUNTING

Date	Depts	Activity
6/3/2016	Fri ALL	Review EZ-One for Unposted AUD60 and AUD74 Budget Actions. (Depts: H.S.A, HSD, and DPW will compare their log books to EZ-One to verify all posted)
6/20/2016	Mon GSD/CAO/ACTTC	GSD preps WIRE OUT Claim Form for 16/17 COURT FACILITY Pmts due 7/1/16.
6/22/2016	Wed ALL	Pay Period #13 routine Interface to ONESolution this week for 6/24/16 Payday.
6/29/2016	Wed ALL	Gen.Acctg PAYROLL ACCRUAL FILE uploaded to ONESolution using Pay Period #12 as a base X 90%, to approximate Pay Period #14 accrual.
6/30/2016	Thur ALL	DEPOSITS: LAST DEPOSIT OF 2015-16 MONIES ARE DUE Tuesday 2:30 p.m. (NOTE: Treasurer will not stay open late.) Parks/Planning/DPW/Health will do their Credit Card revenue BANK TRANSFERS.
7/1/2016	Fri ALL	County Depts CHANGE PREFIXES, as applicable on new PO's, JE's, etc.
7/1/2016	Fri ALL	New year journal prefixes will be changed online.
7/1/2016	Fri AP depts	First check run of new year to pay July Rents and Advances.
7/1/2016	Fri ACTTC	Treasurer wires out scheduled payments for new year. (i.e.to State for 7/1/16 Court Facilities payments.
7/1/2016	Fri ACTTC - Acctg	Begin preparing State Claim online for 7/7/16 check run. (This includes May 2016 Court fines/revenues owed To State) Coordinate the attachments with Claims.

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Date	Depts	Activity
7/1/2016	Fri ACTTC - Acctg & Courts	A/C Need Court's June 2016 Monthly Superior Court Report G/A (Superior Court-. provides to AC-Ken W or Paul Y.)
7/1/2016	Fri ACTTC	Upload Court's and Collections' journals for June fines revenue. Post it to the month of June on ONESOLUTION.
7/1/2016	Fri ALL	All corrections to previously keyed JEs due.
7/1/2016	Fri HSD & ACTTC (Control)	Calwin New Year 16/17 Replenishment JE's - start new 16/17 JE scheme, for 1st journal of the new year .
7/1/2016	Fri ACTTC-PAUL	RERUN RCUTRC FOR BALANCE FORWARDS TO 7-1-2016
7/1/2016	Fri ACTTC-Acctg	Prepare for June 2016 Interest Distribution Job
7/4/2016	Mon. ALL	HOLIDAY
7/5/2016	Tues ACTTC-Acctg	Process June 2016 Interest Distribution Job
EXPENDITURE ACCRUALS (NON-ENCUMBERED):		
7/6/2016	Wed Special Districts	<u>Autonomous Special Districts</u> who would like the Auditor to prepare the journals on their AP expenditures should submit a list of the expenses with the following: Fund/GL Key/Object/JL code(opt)/amount/payee/description
7/6/2016	Wed ALL	<u>County Departments</u> who have material misc expenses to accrue (that are non-encumbered) may refer to the attached sample ES Journal Expenditure Accrual.

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Date	Depts	Activity
7/8/2016	Fri ALL	<p>REVENUE ACCRUALS: Submit ES journal or memo to Auditor to accrue material revenues that have been earned but the cash was not received at 6-30-16. (i.e. grant payments). This should be done in conjunction with your Expenditure Accruals taking into consideration how you budgeted for them. Refer to the attached sample ES Journal Revenue Accrual.</p> <p>Do NOT Accrue Revenue if it comes from a County Trust Fund and has Adequate Cash. Instead move the cash if it's been earned.</p>
7/8/2016	Fri Co.Depts	<p>ALL REVENUE ACCRUALS MUST PROVIDE PROPER DOCUMENTATION ON THE JOURNALS. All FEDERAL Revenue Journals must be reviewed and approved by the Department Fiscal Rep.</p> <p>For Co. Depts, additional analysis must be done relative to our treatment of year end encumbrances; and relative to what the CAO has in their budget for your "estimated actuals." It is your responsibility to determine the proper entries for year end.</p>
7/8/2016	Fri ACTTC-PAUL	RERUN RCUTRC FOR BALANCE FORWARDS TO 7-1-2016
7/12/2016	Tues DPW	<u>DPW 15/16 TIMELINE:</u> All DPW CAMSGEN overhead charges must be posted to ONESOLUTION
7/13/2016	Wed DPW	Material Accruals changes or corrections for Proprietary Funds will be done to the CAFR workpapers by DPW Fiscal staff after this date , unless ACTTC specifically requests a late posting to OneSolution.
7/13/2016	Wed Co.Depts	Accrual changes or corrections to NON-Proprietary Funds should be brought to the Accounting Manager's attention for adjustment to the CAFR after this date , unless ACTTC specifically requests a late posting to OneSolution.

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Date	Depts	Activity
7/13/2016 Wed	CAO/ACTTC	VALIDATE ESTIMATED ACTUALS AND RESOLVE WITH DEPARTMENTS (revenues, expenditures, net county cost)
7/13/2016 Wed	CAO/ACTTC	DETERMINE EXPENDITURE BUDGET OVERDRAFTS AND RESOLVE WITH DEPARTMENTS
7/15/2016 Fri	ACTTC-PAUL	RERUN RCUTRC FOR BALANCE FORWARDS TO 7-1-2016
7/18/2016 Mon	ACTTC	DETERMINE CASH DEFICITS AND RESOLVE
7/18/2016 Mon	ACTTC	DETERMINE FUND BALANCE DEFICITS IN ALL BUDGETARTY FUNDS AND RESOLVE
7/18/2016 Mon	ACTTC	RECONCILE VOUCHERS PAYABLES GL 20100 TO DETAILS AS OF 6-30-2016
7/18/2016 Mon	ACTTC-PAUL	RERUN RCUTRC FOR BALANCE FORWARDS TO 7-1-2016
7/20/2016 Wed	ACTTC-PAUL	RERUN RCUTRC FOR BALANCE FORWARDS TO 7-1-2016
7/22/2016 Fri	ACTTC-PAUL	RERUN RCUTRC FOR BALANCE FORWARDS TO 7-1-2016

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ES Journal Narrative

ACCOUNTS PAYABLE JOURNALS:

ES JE Expense Accrual (non-encumbered) to be reversed by the Auditor in the new year.

The last line will be the A/Pay Object 202XX that has been assigned to your Dept. (i.e 20268 is for Districts dept 68). (See attached list) Gen.Fd Departments (except H.S.A.& DPW) should use GL Key 010110 on the line with the A/Pay Object 202xx.

Other Departments use their respective FDID GL Key on the line with the A/Pay Object 202xx (i.e. GL Key 026105 for Fire Fund 26105).

The remaining lines are your normal GL Keys and Expenditure objects.

Don't forget your Job Ledger codes too if you use them.

USE THIS NUMBERING SYSTEM TO KEY TO ONESOLUTION:

"ES __ 0001" (make the __ your Dept 2 digit number, then keep your own log and make both the SET ID and the JE ID the same).

Reminder: Accruals are for goods or services received by 6/30/16, but the invoice is not entered in OneSolution by June 30.

ACCOUNTS RECEIVABLE JOURNALS:

ES JE Revenue Accrual for an Accounts Receivable to be reversed by the Auditor in the new year.

Line 1 will be the A/Rec Object 107XX that has been assigned to your Dept. (i.e 10712 is for Dept 12). (See attached list.)

Gen.Fd Departments (except H.S.A.& DPW) should use GL Key 010110 on the line with the A/Rec Object 107xx.

Other Departments use their respective FDID GL Key on the line with the A/Rec Object 107xx (i.e. GL Key 026105 for Fire Fund 26105)

The remaining lines are your normal GL Keys and Revenue objects.

Don't forget your Job Ledger codes too if you use them.

USE THIS NUMBERING SYSTEM TO KEY TO ONESOLUTION:

"ES __ 0001" (make the __ your Dept 2 digit number, then keep your own log and make both the SET ID and the JE ID the same).

Reminder: Accruals are for revenues earned by 6/30/16, but not received in OneSolution by June 30.

COUNTY OF SANTA CRUZ

JOURNAL ENTRY FORM

SET ID & REF#: ES681301

14/15

Debit: 2,000.00
 Credit: 2,000.00
 Net: 0.00
 Records: 2

Dept Name: AC FOR CENTRAL FIRE DIST
 Prepared By: PAM SILBAUGH
 Phone: 454-2679
 Date: 6/30/2016

GL KEY	GL OBJECT	JL KEY	JL OBJECT	DEBIT	CREDIT	DESCRIPTION (30)	SECONDARY REF (10)	PEID
681310	62381			2,000.00		ACCRUE CFPD Prof Serv expense		
076495	20268				2,000.00	ACCRUE CFPD Prof Serv expense		

Explanation or Itemization	Amount
ACCRUE PROF SERV EXPENSE INCURRED AT 6/30/16	\$ 2,000.00

APPROVED BY	DATE

COUNTY OF SANTA CRUZ

JOURNAL ENTRY FORM

SET ID & REF#: ES120001

15/16

Debit:	1,000.00
Credit:	1,000.00
Net:	0.00
Records:	2

Dept Name:	<u>AUDITOR-CONTROLLER</u>
Prepared By:	<u>PAM SILBAUGH</u>
Phone:	<u>454-2679</u>
Date:	<u>6/30/16</u>

GL KEY	GL OBJECT	JL KEY	JL OBJECT	DEBIT	CREDIT	DESCRIPTION (30)	SECONDARY REF (16)	PEID
010110	10712			1,000.00		ACCRUE Dept 12 AUDIT revenue		
121000	41222				1,000.00	ACCRUE Dept 12 AUDIT revenue		

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Explanation or Itemization	Amount
ACCRUE AUDIT FEES REVENUE EARNED BUT NOT RECEIVED BY 6/30/16	\$ 1,000.00

APPROVED BY	
 	DATE

ACCOUNTS PAYABLE OBJECTS # 202XX

Object Object Title

GENERAL FUND DEPTS:

20203	10110-A/PAY-DEPT 03-AG COMM
20206	10110-A/PAY-DEPT 06-AG EXTEN
20209	10110-A/PAY-DEPT 09-ASSESSOR
20212	10110-A/PAY-DEPT 12-AUDITOR
20215	10110-A/PAY-DEPT 15-BOS
20216	10110-A/PAY-DEPT 16-COMMISS
20218	10110-A/PAY-DEPT 18-CAO
20221	10110-A/PAY-DEPT 21-CO CLRK
20224	10110-A/PAY-DEPT 24-CO COUNSEL
20227	10110-A/PAY-DEPT 27-DIST ATTORNEY
20230	VAR FDS-A/PAY-DEPT 30-ESD
20233	10110-A/PAY-DEPT 33-GEN SERV
20235	10110-A/PAY-DEPT 35-GRAND JURY
20236	10300-A/PAY-DEPT 36-HSA
20237	10300-A/PAY-DEPT 36-HSA
20239	10110-A/PAY-DEPT 39-HSD
20245	10110-A/PAY-DEPT 45-GF COURTS
20249	10110-A/PAY-DEPT 49-PARKS
20251	10110-A/PAY-DEPT 51-PERSONNEL
20254	10110-A/PAY-DEPT 54-PLANNING
20257	10110-A/PAY-DEPT 57-PROBATION
20260	VAR FDS-A/PAY-DEPT 60-DPW
20266	10110-A/PAY-DEPT 66-SHERIFF
20273	10110-A/PAY-DEPT 73-TTC

OTHER COUNTY FUNDS:

20230	VAR FDS-A/PAY-DEPT 30-ESD
20260	VAR FDS-A/PAY-DEPT 60-DPW
20219	4xxxx-A/P-DEPT 19-PLANT ACQ
20240	40100-A/PAY-PLANT ACQUISITION
20252	60140-A/P-DP 51-WRKRS COMP ISF

INDEPENDENT FUNDS:

20268	76xxx-A/P-INDEP SPECIAL DISTRICTS
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ACCOUNTS RECEIVABLES OBJECTS # 107XX

Object Object Title

GENERAL FUND DEPARTMENTS:

10701 10110-A/REC-GEN FD INT/OTHER
 10703 10110-A/REC-DEPT 03-AG COMMISS
 10706 10110-A/REC-DEPT 06-AG EXTENS
 10709 10110-A/REC-DEPT 09-ASSESSOR
 10712 10110-A/REC-DEPT 12-AUDITOR
 10713 10110-A/REC-DEPT 13-VARIOUS
 10715 10110-A/REC-DEPT 15-BOS
 10716 10110-A/REC-DEPT 16-COMMISSIONS
 10718 10110-A/REC-DEPT 18-CAO
 10721 10110-A/REC-DEPT 21-CO CLERK
 10723 10110-A/REC-DEPT 23-CO RECORDER
 10724 10110-A/REC-DEPT 24-CO COUNSEL
 10725 10110-A/REC-DEPT 25-DCSS
 10727 10110-A/REC-DEPT 27-DIST ATTOR
 10730 10110-A/REC-DEPT 30-ESD
 10733 10110-A/REC-DEPT 33-GSD
 10739 10110-A/REC-DEPT 39-HSD
 10796 10110-A/R-HSD39-15/16 CALWIN
 10795 10110-A/R-HSD39-15/16 CEC ADM
 10797 10110-A/R-HSD39-15/16 MEDI=CAL
 10782 10110-A/R-HSD39-REALIGNMNT REV
 10743 10110-A/REC-DEPT 43-RADIO SHOP
 10745 10110-A/REC-DEPT 45-COURTS GF
 10749 10110-A/REC-DEPT 49-PARKS
 10751 10110-A/REC-DEPT 51-PERSONNEL
 10754 10110-A/REC-DEPT 54-PLANNING
 10757 10110-A/REC-DEPT 57-PROBATION
 10759 10110-A/REC-DEPT 59-PUBLIC DEF
 10760 VAR FDS-A/R-DEPT 60 DPW
 10766 10110-A/REC-DEPT 66-SHERIFF
 10773 10110-A/REC-DEPT 73-TREASURER

HEALTH SERVICES FUND 10300:

10752 10300-A/REC-HSA MISCELL
 10753 10300-A/REC-HSA SUSPENSE-EPIC
 10755 10300-A/R-PUBLIC HEALTH GRANTS
 10756 10300-A/REC-MEDICRUZ
 10758 10300-A/R-SUBSTANCE ABUSE-DRUG
 10762 10300-A/REC-MENTAL HEALTH
 10765 10300-A/R-SBSTNCE ABUSE-ALCOHL
 10767 10300-A/R-SC OUTPATIENT CLINIC
 10768 10300-A/REC-HSA NRX
 10769 10300-A/REC-DEPT 36-HSA
 10780 10300-A/REC-HSA SUSPENSE NRX

OTHER COUNTY FUNDS:

10700 ACCOUNTS RECEIVABLES
 10760 VAR FDS-A/R-DEPT 60 DPW
 10730 VAR FDS-A/R-DEPT 30 ESD
 10719 FD 4X-A/R-DP 19-PLANT ACQUIS
 10742 FD 60100 A/REC-DEPT 42-1SD

INDEPENDENT FUNDS:

10700 ACCOUNTS RECEIVABLES