


**TO:** Division Directors, Department Heads,  
and Fiscal Personnel

**THRU:** Donald D. Stilwell,   
County Manager

**FROM:** Terry Mallow,  
General Accounting Manager

**DATE:** August 22, 2008

**RE:** Year-end Closing Procedures for  
Fiscal Year 2008

Year-end is approaching once again and the purpose of this memo is to try to make the process simple and efficient. Once again we will be meeting in smaller, office/department specific groups, so that we can address and discuss issues that relate to your area. We realize this memo contains a lot of information and may need further explanation, which will be done in the meetings we schedule in September. Please take the time to read the whole memo and inform any personnel who have not received this memo and that you feel needs to be privy to this information. Please bring it to the year-end meeting when scheduled. All schedules referenced in this memo can be obtained via e-mail upon request to me or any of the accountants in the General Accounting Office.

The purpose of the requirements and deadlines set forth in this memo are to comply with generally accepted accounting principles (GAAP). The government-wide financial statements are prepared on a full accrual basis of accounting for all funds, which recognizes revenues when earned and expenses/expenditures when incurred; therefore, we need to record all transactions that occurred in fiscal year 2008, whether entered via accounts payable, revenues, or a journal entry.

Because of the complexity of the audit and different "layers" of statements that need to be prepared, the first step is to close the funds as soon as we can without compromising the accuracy of the information. Consequently we need to strictly adhere to the deadlines set forth below.

## Accounts Payable

### Item: Final Accounts Payable Check Run

- Submit all fiscal year 2008 invoices to the Finance Department, Accounts Payable Office, no later than **4:00pm on Friday, October 3, 2008.**
- The last check run for fiscal year 2008 invoices will be **Friday, October 10, 2008.**
- These invoices should be for all products received or services performed by close of business on September 30, 2008.
- Submit fiscal year 2009 invoices as usual.

### Item: *Accounts Payable and Contracts Payable Accrual Schedule*

- Prepare an *Accounts Payable and Contracts Payable Accrual Schedule* listing invoices over ***\$1,000*** (one-thousand), which represent goods or services received/used prior to and including September 30, 2008, that remain unpaid after the October 10, 2008, check run.
- For governmental funds (00100-39999) this schedule needs to be received by the Finance Department, General Accounting Office, no later than **Thursday, October 30, 2008.**
- For proprietary funds (40000-59999) this schedule needs to be received by the Finance Department, General Accounting Office, no later than **Friday, October 31, 2008.**

### Accounts Payable (continued)

- The schedule must contain the vendor name, invoice number, date of purchase/service, amount, description of item(s)/service(s), retainage (if applicable), contract or P.O. number (if applicable), account string to charge for fiscal year 2008 (per the fiscal year 2008 purchase order), and the account string to reverse in fiscal year 2009, if different.

#### Item: ***Open Construction Projects Contracts Schedule***

- Prepare an *Open Construction Projects Contracts Schedule*, if applicable, for all open construction contracts as of September 30, 2008, regardless of the amount. The purpose of this schedule is different from the previous one in that it is not about accruals, but instead information on the whole project or contract. And as mentioned we are only concerned with the active, or open, construction contracts/projects.
- This schedule needs to be submitted to the Finance Department, General Accounting Office, no later than **Friday, October 31, 2008**.
- The schedule must contain the vendor name, contract number, total contract amount, amount spent-to-date (through September 30, 2008, not just the fiscal year but life of project), remaining commitment, retainage, and description of project.
- Once again, please keep in mind that this is only for construction contracts and is used to obtain different information than what is provided by the *Accounts Payable and Contracts Payable Accrual Schedule*. An example of this schedule can be found on page 53 in the Fiscal Year 2007 *Comprehensive Annual Financial Report* (CAFR). If you do not have a copy of the CAFR it can be viewed and/or printed from our website at [www.leeclerk.org/Finance.htm](http://www.leeclerk.org/Finance.htm).

### Accounts Receivable

#### Item: ***Accounts Receivable Accrual Schedule***

- Prepare an *Accounts Receivable Accrual Schedule* for items over **\$1,000** (one-thousand).
- This schedule must be received by the Finance Department, General Accounting Office, no later than **Thursday, October 30, 2008**.
- This schedule should contain revenue items that are earned in fiscal year 2008, but have **not** been billed/invoiced received prior to September 30, 2008.
- The schedule must contain the customer name, invoice number (if any), date(s) of purchase(s)/service(s), amount, description of item(s)/service(s), account string to charge in fiscal year 2008, and the account string to reverse in fiscal year 2009, if different.

### Internal Billings

#### Item: **Internal Billings**

- Submit all unrecorded fiscal year 2008 internal billings via an e-mail to the appropriate accountant. If an actual figure is not available by the deadline use a reasonable estimate and indicate that the actual figures are not available. However, the estimate does not preclude you from submitting the actual billings when available. ***Please indicate on the actual billing if an earlier estimate was provided.***
- The internal billings must be submitted to the Finance Department, General Accounting Office, no later than **Monday, October 27, 2008**.

## Cash

### Item: Cash Receipts

- All cash, checks, or other monies that are to be recorded in fiscal year 2008 must be deposited in the bank by **4:00 p.m. on Tuesday, September 30, 2008**. The corresponding cash transmittal must be received by the Finance Department, Revenue Office, no later than **5:00 p.m. on Friday, October 3, 2008**.

### Item: Petty Cash and Change Funds

- In September the Revenue Office will distribute new *Custodian Statement of Responsibilities* forms for FY09. Please return the new signed statement to the Finance Department, Revenue Office, by **Friday, October 17, 2008**.

## Fixed Assets

### Item: Fixed Asset Property Control (FAPC) Forms- Acquisitions

- All FAPC forms for acquisitions need to be submitted with their corresponding invoice. At this point in time most users should be using OnBase.
- For inclusion in the final check run the invoice and corresponding FAPC form must be received by the Finance Department, Accounts Payable Office, no later than **4:00PM on Friday, October 3, 2008**.

### Item: Fixed Asset Property Control (FAPC) Forms- Transfers, Changes, Disposals, and CIP Projects

- All FAPC forms for transfers from/to a custodian/property clerk, change in valuation, or any other changes, and CIP projects that were completed as of September 30, 2008, need to be submitted to the Finance Department, General Accounting Office, Fixed Asset Coordinator, no later than **Friday, October 10, 2008**. No FAPC forms for transfers and changes for fiscal year 2008 will be processed past this deadline.
- No FAPC forms for disposals will be processed during the month of September; therefore, any dispositions made in September will be processed with an October, 2008 (FY09) date.
- Any FAPC forms received after this deadline will be processed in October, 2008, for inclusion in fiscal year 2009.

## Physical Inventory

### Item: Inventory

- Conduct annual counts of inventoried items **as of September 30, 2008**.
- Prepare a list/schedule that contains the fund number, inventory account string, dollar amount, and item description.
- This schedule must be received by the Finance Department, General Accounting Office, no later than **Monday, October 6, 2008**.
- The departments/areas that have submitted inventories in the past are: Port Authority, Transportation Facilities, Fleet Management, MARS, Surface Water Management, Utilities, and DOT Sign Shop. However this may not be an all-inclusive list.
- Inventory items should include materials and supplies that are significant to the department/area. Please do not include miscellaneous supplies (i.e. pencils, toilet paper) in your inventory list.

### Physical Inventory (continued)

- Divisions/departments may be selected by Internal Audit and our external auditors, KPMG LLP, for inventory count observation.

### Interfund Transfers/Loans

#### Item: Interfund Transfers

- All journal entries for interfund transfers, with accompanying support documentation, need to be received by the Finance Department, General Accounting Office, no later than **Monday, September 15, 2008.**
- Please remember that there must be a line item budget in place.

#### Item: Interfund Loans

- All loans that expire on September 30, 2008, need to be renewed or have enough cash available to pay the loan.

### Journal Entries and System Processing Dates

#### Item: Journal Entries

- For **all** fiscal year 2008 journal entries entered in OneWorld **after** September 30, 2008, use a **September 30, 2008** date. ***Prior to that use the actual transaction date.***
- Revenue batches need to post using the **actual date of deposit**, even if posting after September 30, 2008.
- For all fiscal year 2009 journal entries please use the appropriate fiscal year 2009 date.
- Continue to e-mail all journal entries and corresponding support (FY08 and FY09) in electronic form to the County Journal Entries mailbox or [countyjournalentries@leeclerk.org](mailto:countyjournalentries@leeclerk.org). **Please indicate whether it is a FY08 or FY09 journal entry in the Subject Line of the e-mail.**

#### Item: JDE System Posting Dates

- The OneWorld system general ledger date will default to September 30, 2008, after September 30, 2008, and until the final check run is processed on Friday, October 10, 2008. Please keep this in mind when processing or inquiring information.
- Starting Monday, October 13, 2008, the system will reflect the current period until approximately 1:00pm at which time it will be moved back to a September 30, 2008, date. This should not affect your system unless you sign-on to OneWorld after the period has been moved back. This should continue through the end of December. Please be aware of the system default date.

Accompanying this memo is a current fund assignment list for the accountants. If you have any questions please feel free to contact us. The accountants' phone numbers are provided on the fund assignment list and I can be reached at 533-2100. Thank you so much for your effort in making year-end a smooth process.

TSM  
Enclosures

# Fund Assignments

As of 03/26/08 (subject to change)

Fund No.	Fund Name	Accountant	Phone No.
001	General Fund	Sean O'Neill	533-2185
102	MSBU Districts	Rose Hardt	533-2181
104	Special Assessment Districts	Rose Hardt	533-2181
105	Law Enforcement Trust	Sean O'Neill	533-2185
106	Court Admin	Rose Hardt	533-2181
128	Hickey Creek Mitigation Trust	Marion Pacelli	533-2186
138	Special Revenue Projects	Pat Stokes	533-2189
139	Human Services Grants	Pat Stokes	533-2189
146	Surface Water Management	Marion Pacelli	533-2186
148	Lee County Library	Pat Stokes	533-2189
152	E 9 - 1 - 1	Marion Pacelli	533-2186
155	Municipal Service Taxing Unit	Sean O'Neill	533-2185
174	Tourist Development Trust Fund	Sean O'Neill	533-2185
175	Transportation Trust	Rose Hardt	533-2181
182	Hazardous Material Response Team	Marion Pacelli	533-2186
186	Impact Fees - Community Parks	Laz Rodriguez-Delgado	533-2187
187	Impact Fees - Regional Parks	Laz Rodriguez-Delgado	533-2187
188	Impact Fees - Roads	Laz Rodriguez-Delgado	533-2187
189	Impact Fees - EMS	Laz Rodriguez-Delgado	533-2187
190	Animal Trust	Pat Stokes	533-2189
301	Capital Improvement	Sean O'Neill	533-2185
307	Transportation Capital Improvements	Rose Hardt	533-2181
314	Capital Revenue Bonds - Construction	Sean O'Neill	533-2185
352	MSBU Construction Projects	Rose Hardt	533-2181
401	Lee County Solid Waste System	Sean O'Neill	533-2185
412	Lee County Port Authority	Rose Hardt	533-2181
421	Lee County Transportation Facilities	Rose Hardt	533-2181
486	Lee County Transit	Pat Stokes	533-2189
487	Lee County Water and Sewer System	Sean O'Neill	533-2185
515	Information Technology	Laz Rodriguez-Delgado	533-2187
520	Governmental Communications Network	Laz Rodriguez-Delgado	533-2187
576	Self - Insurance Group Health and Dental	Rose Hardt	533-2181
577	Self - Insurance General Liability	Sean O'Neill	533-2185
594	Fleet Management	Sean O'Neill	533-2185
951	General Long - Term Debt Account Group	Rose Hardt	533-2181
2XX	Debt Service funds (all)	Rose Hardt	533-2181
610	Impact Fees- Town FMB	Laz Rodriguez-Delgado	533-2187
611	City of Bonita Springs	Laz Rodriguez-Delgado	533-2187
630	Impact Fees- Bonita Springs	Laz Rodriguez-Delgado	533-2187
635	Impact Fees - Fire	Laz Rodriguez-Delgado	533-2187
640	Impact Fees - School	Laz Rodriguez-Delgado	533-2187
661	Cash Bonds	Laz Rodriguez-Delgado	533-2187
	OTHER		
	Bank Reconciliations	Marion Pacelli	533-2186
	Fixed Assets	Angie Kershaw	533-2183
	CIP	Angie Kershaw	533-2183
	Clerk of Courts	Rose Hardt	533-2187
	Single Audit/Grants	Pat Stokes	533-2189