

FY End Roll Over of Activity Funds

Activity Funds roll over each fiscal year. PISD's fiscal year end is August 31. Since school starts in late August, it is important for staff handling Activity Funds to **plan ahead** for events that occur in August and September since the workload is extreme for the Finance Department to process and close transactions for one fiscal year while also processing transactions for the new fiscal year and iTCSS can be much slower due to extremely heavy usage.

When **CAMPUS ACTIVITY** funds roll over from one fiscal year to the next:

- The **Net Fund Balance** (object 3545) is budgeted in 461.00.5759.99.ORG.Y.00.LOC (Fund Balance Forward) for each Campus Activity group (ORG and LOC).
 - No Real Revenue is posted to this account.
- This Net Fund Balance equals the total credit balance remaining in the expense accounts for the same Campus Activity group which are rolled forward from the old fiscal year as beginning budgets in 461.xx.6xxx.xx.ORG.Y.xx.LOC for the same group from the Balance remaining at the end of the prior fiscal year. However, prepaid and accrued expenses affect the balances rolling forward since prepaid expenses are actually expensed in the new fiscal year and therefore should be included in the budget for the new fiscal year and accrued expenses (payables) are actually expensed in the old fiscal year and therefore should be excluded from the budget for the new fiscal year. Altogether, the debit budgeted as Est. Revenue 461.00.5759.99.ORG.Y.00.LOC for each Campus Activity group must match the total credit budgeted as Appropriations for the total expenses 461.xx.6xxx.xx.ORG.Y.xx.LOC for the same Campus Activity group rolled forward.
- The INITIAL Campus Activity Fund roll over takes a few days to prepare and occurs immediately following the final Accounts Payable Check Cycle in August.
 - Therefore, it is **IMPORTANT** to get as much of your Campus Activity deposits, payments, and other transactions submitted to Finance as soon as possible in August to avoid missing the INITIAL Campus Activity roll over at the end of August.
- Following the initial roll over, Finance continues to post Campus Activity transactions in both the old and new fiscal years until all old fiscal year transactions are posted.
 - NOTE the FY end deadlines for submitting transactions for the prior fiscal year in the August and September [Finance Calendars](#) (purple items).
- When all prior fiscal year transactions have been posted and are ready for audit (no later than October), Finance will prepare and post an UPDATE to the initial Campus Activity roll over to the new fiscal year so the balances rolling from one fiscal year to the next match.

When **STUDENT ACTIVITY** funds roll over from one fiscal year to the next:

- The FY roll over of Student Activity Funds differs from Campus Activity Funds since Student Activity Funds **do not have revenue and expense accounts**, so they **do not have budgets** and **only roll balance sheet accounts**.

- Technology closes FINS (Student Activity iTCCS) at the campus level during the last working day of August to enable campuses to continue to post August deposits and checks as long as possible.
 - Therefore, it is IMPORTANT for campuses to get as much of their Student Activity deposits and checks processed and posted as soon as possible in August to avoid missing the INITIAL Student Activity roll over at the beginning of September.

- On the first working day of September, Finance
 - Posts the Student Activity August interest and any other August transactions received in the old fiscal year.
 - Runs August DART reports, submits End-of-Month, and closes August in the old fiscal year.
 - Notifies Technology to process the INITIAL Student Activity roll over to the new fiscal year.
 - When verified the roll over is verified, FINS (Student Activity iTCCS) is opened for the campuses to continue to post deposits and checks for the new fiscal year.

- Finance continues to post Student Activity transactions in both the old and new fiscal years until all old fiscal year transactions are posted.

- When all prior fiscal year transactions have been posted and are ready for audit (no later than October), Finance will prepare and post an UPDATE to the initial Student Activity roll over to the new fiscal year so the balances rolling from one fiscal year to the next match.