



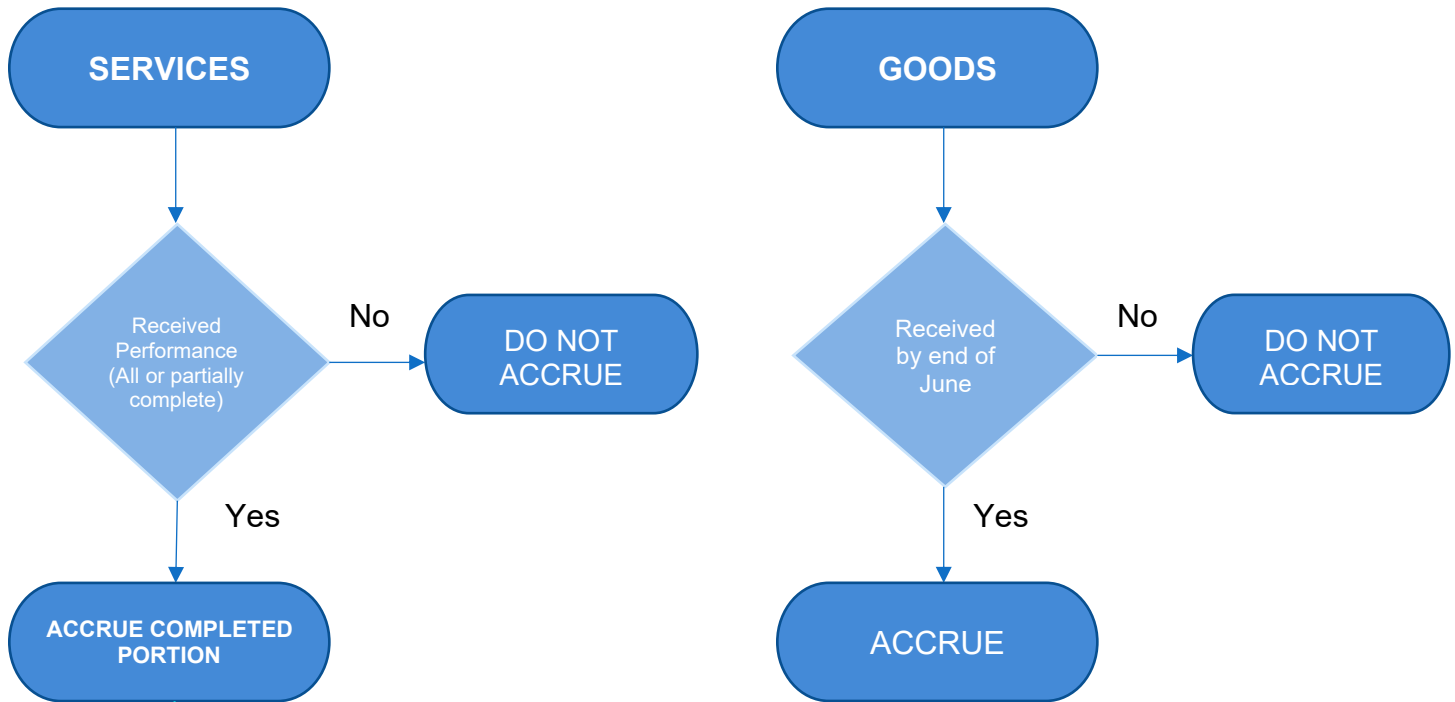
CLOSING ENTRIES/ACCRUALS

After current liabilities (9510/9511) and accounts receivable (9201/9202) for the prior fiscal year are balanced, the closing entries must be made. This will bring the accounts to a zero balance. After this process is complete, expenditure accruals and income accruals for the current year may be input.

This section will cover transactions which appear on the schedule of expenditures accruals (9510) and income accruals (9201). There are some sample schedules for later use.

Expenditure Accruals

Object Account Code 9510 – Current Liabilities



Examples:

Utilities: Up to and including those with mailing dates in June

Commercial Contracts: Amounts due for services received by the end of June

Wages & Benefits: Payroll and services performed by the end of June

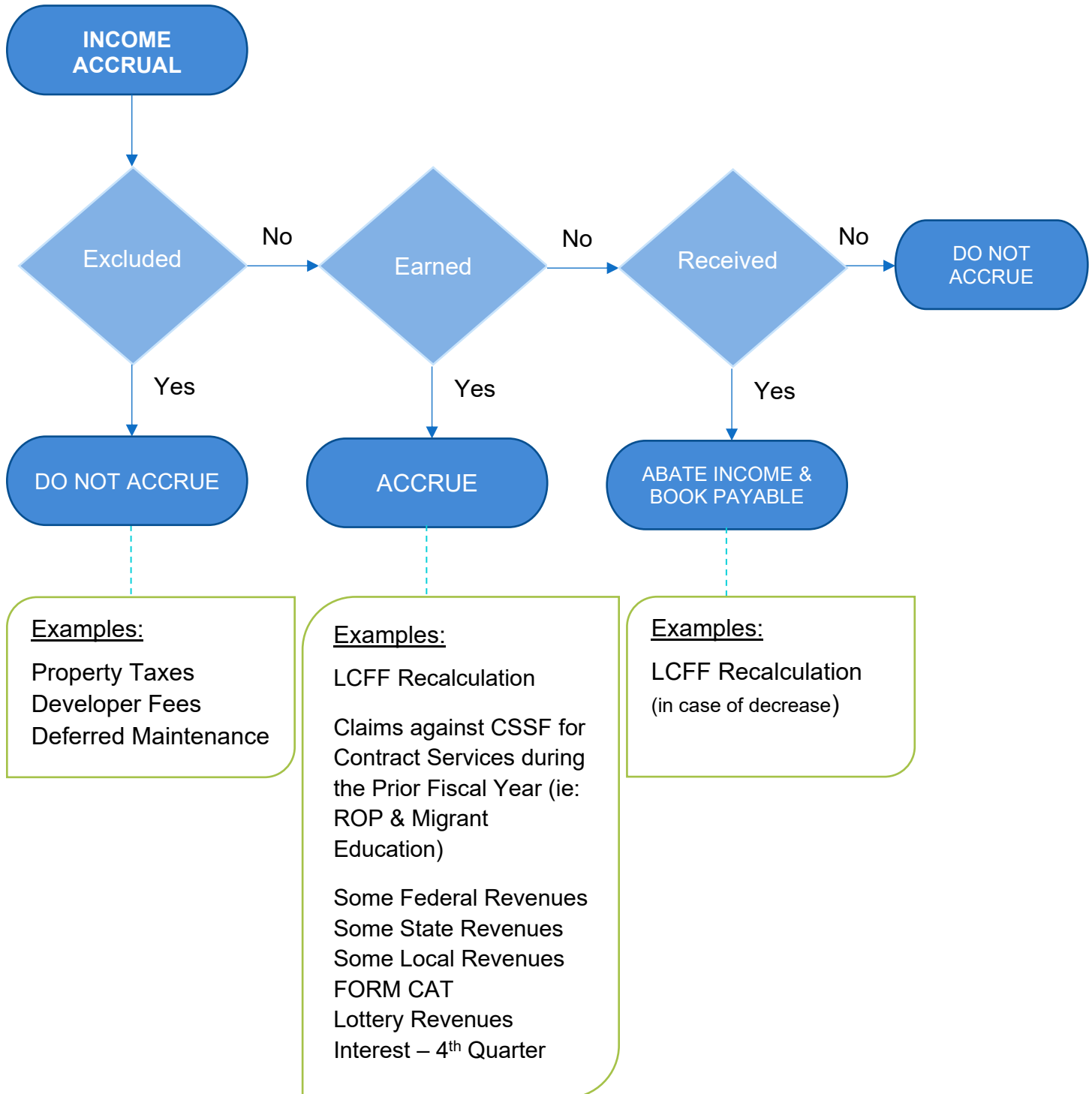
Accrued for FY: _____

SACS Fund: _____
(One fund per page)

[illegible]

Income Accruals

Object Account Code 9210 – Accounts Receivable



Accrued for FY: _____

SACS Fund: _____
(One fund per page)

[illegible]

Accrual Samples

- A.** Current year LCFF should be increased by \$100,000 due to a lower collection of property taxes than J-29B estimate submitted by Property Tax Services Division of the County Auditor:

Account	Resource	Goal	Function	Object	Debit	Credit
Due from Grantor Governments	XXXX			9290	\$100,000	
LCFF State Aid	XXXX	XXXX	XXXX	8011		\$100,000

- B.** Unpaid invoices of \$20,000 for merchandise or services received by June 30:

Account	Resource	Goal	Function	Object	Debit	Credit
Books & Supplies	XXXX	XXXX	XXXX	4000	\$6,000	
Svc/Operating Exp	XXXX	XXXX	XXXX	5000	\$4,000	
Capital Outlay	XXXX	XXXX	XXXX	6000	\$10,000	
Current Liabilities	XXXX			9510		\$20,000

- C.** Additional unposted expenditures for July payroll which were not included in the automated payroll accrual process:

Account	Resource	Goal	Function	Object	Debit	Credit
Certificated Salaries	XXXX	XXXX	XXXX	1000	\$16,000	
Classified Salaries	XXXX	XXXX	XXXX	2000	\$5,000	
Employee Benefits	XXXX	XXXX	XXXX	3XXX	\$2,100	
Current Liabilities	XXXX			9510		\$23,100

- D.** Developer fees received in the Current Fiscal Year to be refunded in the Subsequent Fiscal Year:

Account	Resource	Goal	Function	Object	Debit	Credit
Developer Fees	XXXX	XXXX	XXXX	8681	\$1,000	
Current Liabilities	XXXX			9510		\$1,000

- E.** Accrue reimbursement due for Child Nutrition Program for the current Fiscal Year:

Account	Resource	Goal	Function	Object	Debit	Credit
A/R	XXXX			9201	\$200,000	
Child Nutrition	XXXX	XXXX	XXXX	8220		\$200,000

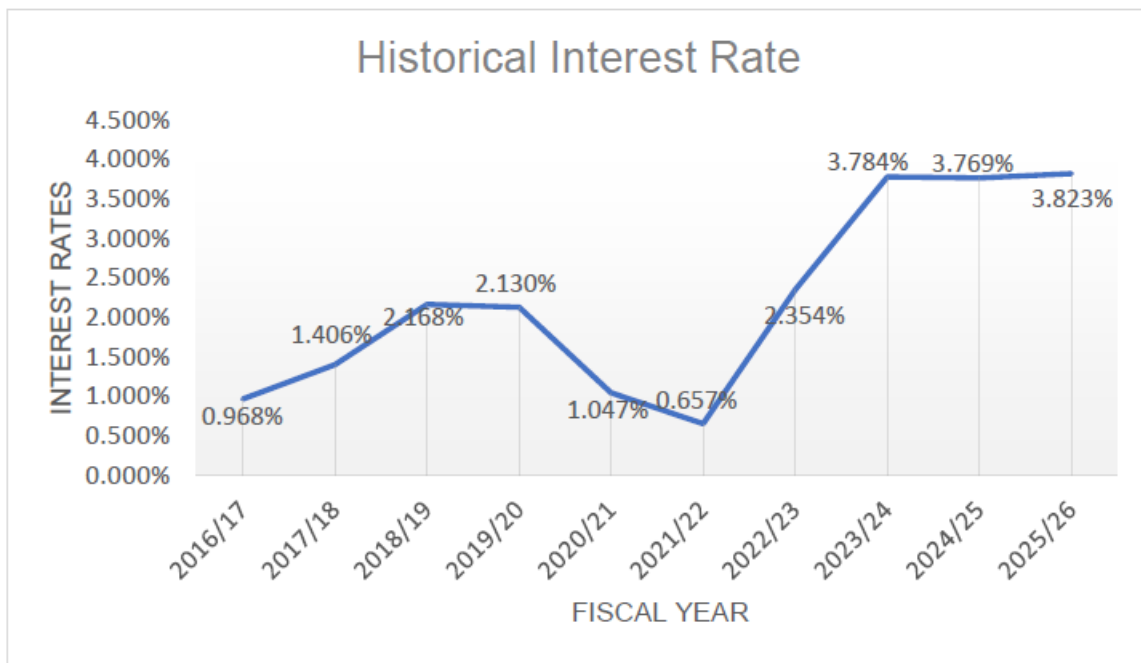
- F.** The following expenditures should have been abated in the Current Fiscal Year for a reimbursement received for lost books (see CSAM Procedure 560 for Abatement of Expenditures):

Account	Resource	Goal	Function	Object	Debit	Credit
A/R	XXXX			9201	\$4,000	
Books & Supplies	XXXX	XXXX	XXXX	4000		\$4,000

San Diego County's Historical Interest Rates
2016 through 2026
Annualized Rates by Quarter and Year

Fiscal Year	1st Quarter JUL-SEP	2nd Quarter OCT-DEC	3rd Quarter JAN-MAR	4th Quarter APR-JUN	Average Annual Rate
2016/17	0.872%	0.860%	1.172%	1.193%	0.968%
2017/18	1.256%	1.404%	1.557%	1.837%	1.406%
2018/19	1.951%	2.184%	2.370%	2.435%	2.168%
2019/20	2.258%	2.118%	2.015%	1.679%	2.130%
2020/21	1.339%	0.961%	0.841%	0.692%	1.047%
2021/22	0.684%	0.644%	0.642%	0.903%	0.657%
2022/23	1.536%	2.331%	3.196%	3.473%	2.354%
2023/24	3.490%	3.892%	3.971%	3.879%	3.784%
2024/25	3.835%	3.735%	3.736%	3.834%	3.769%
2025/26	3.764%	3.862%	3.844%	N/A	3.823%

10 Year Average 2.211%



Petty Cash Reconciliation

Period Ending: _____

Denomination	Count	Amount
\$20.00		
\$10.00		
\$5.00		
\$2.00		
\$1.00		
\$0.50		
\$0.25		
\$0.10		
\$0.05		
\$0.01		

Total Cash on Hand

A.

B. Reimbursable Vouchers on Hand

Date	Payee	Purpose	Amount

Total Vouchers on Hand

B.

C. Other Items

Item & Explanation	Amount

Total Other Items

C.

Total Petty Cash

A + B + C =

Revolving Cash Reconciliation

School District: _____

Period Ending: _____

A. Balance in Checking Account

A.

B. Cash on Hand

B.

C. Checks Written that have NOT been reimbursed by Commerical Warrant

Check Number	Payee	Purpose	Amount

Total Unreimbursed Checks

C.

D. Deposits in Transit

D.

E. Other Items (e.g. Voided Checks)

Items and Explanation	Amount

Total Other Items

E.

Total Revolving Cash

A + B + C + D + E

* This amount must agree with the amount in 9130, Revolving Cash and the amount on file in the Commerical Warrant Audit Unit.

9130

Revolving Cash Fund Custodian

** This must agree with the name on file in the Commercial Warrant Audit Unit