



Encumbrances Year End Procedure (A/P-P002)

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Accounts Payable Department handles year-end encumbrances at the Washoe County School District.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Chief Finance Officer

3.0 APPROVAL AUTHORITY:

- 3.1 Senior Accountant

Signature

Date

4.0 DEFINITIONS:

- 4.1 SA – Senior Accountant
- 4.2 AP – Accounts payable
- 4.3 BusinessPlus – Accounting software
- 4.4 BA – Budget Analyst

5.0 PROCEDURE:

- 5.1 Encumbrances are automatically carried forward to the new fiscal year. Pending final review by external auditors and to ensure new fiscal year budgets are augmented for the encumbrances being carried forward SA:
 - 5.1.1 Creates budgets in the new fiscal year based on open encumbrances as of 7/1/XX.
 - 5.1.2 Reverses the budget created on 7/1/XX and creates new budgets at the end of the AP split check runs (no later than 7/24/XX).
 - 5.1.3 Reverses the budget created at the end of the AP split check runs and creates new budgets as of 8/31/XX.
- 5.2 SA receives confirmation that the auditors have completed audit fieldwork.
- 5.3 SA generates the budget report for open encumbrances as of 6/30/XX per Rolling Encumbrance Work Instruction (A/P-W005).
- 5.4 SA reconciles the budget report and the audited encumbrance report.
- 5.5 SA reverses the budget created at 8/31/XX and creates final budgets.
- 5.6 SA provides a copy of the budget report from step 5.3 to the Budget Analyst.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Rolling Encumbrance Work Instruction – A/P-W005

WASHOE COUNTY SCHOOL DISTRICT

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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Encumbrance reconciliation	Sr. Acct Office.	3 months	Discard as desired	Locked Office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
03/31/06	A	Initial Release
01/01/11	B	Update of accounting system, change from manual to automatic carry forward of encumbrances.

***** End of procedure *****