

Welcome
Year-end 2010
Accounts Payable
Fiscal Year End Procedures Presentation
September 08, 2010

Year-end 2010 Agenda

- Important Dates
- Voucher Payables
- Special Services Conversion (ADP Refunds)
- Payments to CSBE Vendors
- Construction Payable
- Resolution Conversion / Exception List
- Unclaimed Checks Process
- ACH Payment
- Vendor Payment Inquiry Web Program Application – Update
- P-Card Audit
- Delinquent Contractor List
- Petty Cash / Change Funds
- Security

Year-end 2010



- Important Dates
 - Monday, September 13, 2010 Encumbrance Liquidation
 - Monday, September 20, 2010 - Authorized Forms Due
 - Monday, October 4, 2010 – 1st Preliminary Reports
 - Thursday, October 7, 2010 - Accounts Payable Cutoff
 - Monday, October 11, 2010 - 2nd Preliminary Reports
 - Friday, October 15, 2010 - G/L Final Closing
 - Mid September – Change in Access to the 26th Floor

Year-end 2010

Monday, September 13, 2010

✿ Last day to submit to Patrick Price - Accounting and Reporting

Excel Spreadsheet of liquidations of encumbrances.

➤ NOTE: Liquidated purchase orders CANNOT be re-encumbered and will be closed in ADPICS.

Year-end 2010

Monday, September 20, 2010

✦ **Last day to submit to Dania Diaz or Nieves Del Rio**

- Accounts Payable Authorized Signature Forms
- Purchase and/or Travel Card Reconciliation Authorization Form
- Travel Authorization Signature Forms
- Wire Transfers Authorization Forms
- Accounts Payable Liaison Forms

➤ **Last Day to Submit to Maria Rivero or Madelin Alfonso**

- Petty Cash Form
- FEMA Liaison Form
- Department Employee Recognition Award Form

Year-end 2010

Monday, September 20, 2010

- **Continue:**
 - **Last Day to Submit to Arlin Montero**
 - FAMIS Liaison and Authorized Signatures for Systems Security Access Form
 - **Last Day to Submit to Lori Madrigal**
 - Trust Fund Authorization Forms
 - **Last Day to Submit to Hilda Garcia**
 - Debt Arrearage Ordinance Liaisons

Year-end 2010

Thursday, September 30, 2010

- Last day to create a Purchase Order for 2010 fiscal period appropriated funds.
- Accounts Payable
 - Please be certain that **all releases (POs) for prior year invoices are created prior to 9/30/10 (calendar)**, for you **will not** be able to process the corresponding FYE 2009-10 invoices for the prior fiscal year, during the dates of October 1, 2010 through October 7, 2010 if PO is not created prior to 9/30/2010.

Year-end 2010

Friday, October 1, 2010

✚ 1st day of fiscal year 10/11. (Note: **Both fiscal years are open**)

- ◆ Separate “Old Year Invoices” (2009/2010) from “New Year Invoices”(2010/2011)
- ◆ Deliver New Year Invoices to a supervisor.

**Marla, Maria, Meryyein, Nieves, Yesenia, Adriana
or Dania**

Year-end 2010

- Accounts Payable

- For all Purchase Order Vouchers, the **“invoice received”** date on **PCHL 1500 is the key factor in differentiating between fiscal periods**. Please be certain that this input field properly **shows a date of 9/30/10 or prior** for all invoices pertaining to FY 2009-10. Voucher Document Sequence assigned will be VAXX10.
- Vouchers with the invoice received date **AFTER** 09/30/10 will post in Fiscal 10/11 and the document sequence assigned will be VAXX11.
- Service Periods should be “noted” in the description filed of the Invoice Header screen (1500) in order to assist with accruals from October 1st to December 31

Year-end 2010

• PCHL1500 V5.1 MIAMI-DADE COUNTY ADPICS 5.1 08/29/2010
• LINK TO: INVOICE HEADER ENTRY 7:40 AM
• INVOICE SEQ : DOC TYPE : IV INVOICE ALL : N (Y/N)
• INVOICE NO/DESC : / SERVICE PERIOD
• ACTION INDICATOR : N INTF TYPE : IV VOUCHER NO :
• INVOICE DATE : DTE IVC REC: 9/30/10 ALT ACCT:
• PURCHASE ORDER NO : NOTE PAD : DEPT :
• PO DOC BALANCE : CR BAL :
• PROPERTY ID : IVC AMT: NET:
• VENDOR ID/SUFFIX :
• DBA NAME : HDR CR AMT :
• ADDRESS : MATCH TYPE:
• CITY: ST: ZIP: CTRY:
• DISTRIBUTION METHOD: D SINGLE CHECK: N LETTERS SENT:
• FREIGHT : LIQ DAMAGES :
• OTHER CHARGES : F.O.B. POINT:
• DISC TERMS :
• REJECT CODE :
• SFX INDEX SUBOBJ USERCODE PROJECT PRJDTL GRANT GRNTDTL
• F1-HELP F2-SELECT F3-DELETE F4-PRIOR F5-NEXT F6-VIEW DOC
• F8-VIEW SUM F9-LINK F10-SAVE F11-VW ACCTG
• G461 - RECORD DOES NOT EXIST, PLEASE TRY AGAIN

Year-end 2010

- Accounts Payable (continued)
 - For all Direct Vouchers and Credit Memos, please be certain that the **effective date on screen PCHL 1800--vouchers OR PCHL 1700—credit memos is properly input (saved) as 9/30/10 or prior** for goods and services pertaining to FYE 2009-10.

NOTE: The effective date needs to be changed to 09/30/10 **PRIOR** to saving the document (F10)

Year-end 2010

- PCHL1800 V5.1 MIAMI-DADE COUNTY ADPICS 5.1 08/29/2010
- LINK TO: DIRECT VOUCHER HEADER ENTRY 7:48 AM
- DIR VOUCHER ID: DOC TYPE: DV EFF DATE : 9/30/10
- ACTION IND : N DUE DATE: INTF TYPE : V1
- SINGLE CHECK : N CHECK NO: DOC REF NO :
- VEN INVOICE NO: /
- DEPARTMENT : FN02 FINANCE CONTROLLER'S DIV INVOICE DATE:
- CONTACT : INV RECPT DT:
- TELEPHONE : EXT: NOTE : N
- VOUCHER AMOUNT: STATUS:
- VENDOR ID/SFX : CREATE:
- DBA NAME :
- ADDRESS : ADDRESS NOT ON FILE UPDATE:
- POST :
- CITY : ST: ZIP: CTRY:
- DISCOUNT TERMS: NET TERM :
- DISTRIB METHOD: S REJECT CODE: CONTRACT ID :
- SFX INDEX SUBOBJ USERCODE PROJCT PRJDTL GRANT GRNTDT G/L SUB PCT%
-
-
-
- F1-HELP F2-SELECT F3-DELETE F4-PRIOR F5-NEXT F6-VIEW DOC
- F7-COPY F8-SEL TERMS F9-LINK F10-SAVE F11-VW ACCT
- G461 - RECORD DOES NOT EXIST, PLEASE TRY AGAIN

Year-end 2010

• PCHL1700 V5.1 MIAMI-DADE COUNTY ADPICS 5.1 08/29/2010
• LINK TO: CREDIT MEMO HEADER ENTRY 7:49 AM

• CREDIT MEMO ID : DOC TYPE : CM EFF DATE : 9/30/10
• ACTION IND : N CM DATE : INTF TYPE: PC
• VOUCHER ID : CRDT ALL : N (Y/N)
• VEN CM NO : OPEN PO : (Y/N) PO ID :
• DEPARTMENT : FN02 SINGLE CK: CHECK NO :
• CONTACT : STATUS:
• TELEPHONE : EXT CREATE:
• CM AMOUNT : UPDATE:
• VENDOR ID : POST :
• ADDRESS : ADDRESS NOT ON FILE NOTE : N
•
• CITY : ST: ZIP: CTRY:
• CM DESCRIPTION :
• FREIGHT : REF VEN INV NO :
• OTHER CHARGES : REJECT CODE :
• PRINT : N
• DIST METHOD:
• SFX INDEX SUBOBJ USERCODE PROJCT PRJDTL GRANT GRNTDTL
•
• F1-HELP F2-SELECT F3-DELETE F4-PRIOR F5-NEXT F6-VIEW DOC
• F8-SEL TERMS F9-LINK F10-SAVE F11-VW ACCT F12-PRINT
• G461 - RECORD DOES NOT EXIST, PLEASE TRY AGAIN

Year-end 2010

◆ Accounts Payable (continued)

- Approval Path documents need to be monitored on a daily basis. You need to start cleaning up screens PCHL9210 and PCHL9212 so that there are no documents left unapproved or in error at year-end.

Year-end 2010

◆ Accounts Payable (continued)

- PLEASE FORWARD INVOICES WITH VOUCHER SERIES (10), BY THE NEXT BUSINESS DAY. You have access to view all documents in Approval Path on OnDemand - A/P/APPR04 Report, make note that documents designated "N/A" under the Approval Level are in No Post Status (NOPT) at the department level and need to be addressed ASAP if department wants it processed prior to year-end.

Year-end 2010

FAMF/DA/AP/APPR/04 - DOCUMENTS IN APPROVAL STATUS

FAMK960J

METROPOLITAN DADE COUNTY

PAGE: 180

DATE: 09/04/2009

ACCOUNTS PAYABLE

DOCUMENTS IN APPROVAL STATUS (AP04)

ORG	DOC TYPE	APPR LEVEL	DOCUMENT NUMBER	AMOUNT	INIT DEPT	CREATED BY	CREATED DATE	NOTEPAD EXISTS?	DAYS IN STATUS	DAYS IN SYSTEM	APPR STATUS
PR	IV	N/A	ICPR09000575	\$114,558.09		EPERCIA	08/21/2009		0	14	NOPT
			IVPR09020100	\$155.58		DFELIZO	07/22/2009		0	44	NOPT
			IVPR09023003	\$142.61		MGS	08/24/2009		0	11	NOPT
			IVPR09023315	\$66.45		DFELIZO	08/26/2009		0	9	NOPT
			IVPR09023574	\$13.47		DFELIZO	08/27/2009		0	8	NOPT

Year-end 2010

◆ Accounts Payable (continued)

- Purchase order vouchers will be posted in FY 2010 for all invoices received by **5:00 pm on Thursday, October 7, 2010**. Vouchers in the system for which the invoices are not received will be **cancelled** and will need to be re-processed in FY 2010-11.
- Invoices for Direct Vouchers and Credit Memos need to be received by **5:00 pm on Thursday, October 7**; otherwise, they will be **rejected** to the initiator and will need to be reprocessed in FY 2010 – 2011.

Year-end 2010

Saturday, October 2, 2010

- Accounts Payable Staff will be on hand to receive invoices processed by your department.

Year-end 2010

Special Services Conversion **(Currently known as ADP Refund)**

- As of September 17, 2010 we will no longer use ADP for the County's miscellaneous refunds.
- New Web based program handled by Wachovia (Wells Fargo) is being created.
- Departments will be phased into this new process.
- In the interim Finance will process your refunds via this new program.

Year-end 2010

Payments to CSBE Vendors

- Payments to vendors participating in the “Community Small Business Enterprise Program: (CSBE) have to be paid within 14 calendar days from receipt of billing to the County.
- Invoices should be stamped “EXPEDITE”, (CSBE, pay within 14 days)
- Please separate these stamped invoices from the daily work submitted to our office so staff can handle expeditiously.

Year-end 2010

Monday, October 4, 2010

- 1st Preliminary Reports are available

Year-end 2010

Construction Contracts Payable



Thursday Noon, September 30, 2010

Last day to Submit:

- Construction or PSA contracts
- Purchase Order/Work Order for 2010 fiscal period appropriated funds. (PC's) for invoices to be entered in Fiscal Year 09/10

Thursday 5:00 pm, October 7, 2010

- Last day to process **invoices for construction or consultants** for services rendered on or before September 30, 2010.

Year-end 2010



Construction Contracts Payable

- Also for all Construction Invoices, the **invoice received date on PCHL 1500 is the key factor in differentiating between fiscal periods**. Please be certain that this input field properly **shows a date of 9/30/10 or prior** for all invoices pertaining to FY 2009-10. Invoice Document Sequence assigned will be ICXX10.
- Vouchers with the invoice received date **AFTER 09/30/10** will post in Fiscal 10/11 and document sequence assigned will be CVXX11

Year-end 2010

PCHL1500 V5.1	MIAMI-DADE COUNTY ADPICS 5.1	09/12/2010	
LINK TO:	INVOICE HEADER ENTRY	2:07 PM	
INVOICE SEQ :	DOC TYPE : IV	INVOICE ALL : N (Y/N)	
INVOICE NO/DESC :	<u>20040031-WO1-Req1 /</u>		
ACTION INDICATOR : N	INTF TYPE : IV	VOUCHER NO :	
INVOICE DATE :	DTE IVC REC : <u>9/30/10</u>	ALT ACCT:	
PURCHASE ORDER NO :	NOTE PAD :	DEPT :	
PO DOC BALANCE :	CR BAL :		
PROPERTY ID :	IVC AMT:	NET:	
VENDOR ID/SUFFIX :			
DBA NAME :		HDR CR AMT :	
ADDRESS :		MATCH TYPE:	
		STATUS :	
CITY:	ST:	ZIP:	CTRY:
DISTRIBUTION METHOD: D	SINGLE CHECK: N		LETTERS SENT:
FREIGHT :	LIQ DAMAGES :		
OTHER CHARGES :		F.O.B. POINT :	
		DISC TERMS :	
		REJECT CODE :	
SFX INDEX	SUBOBJ	USERCODE	PROJECT
PRJDTL	GRANT	GRNTDTL	
F1-HELP	F2-SELECT	F3-DELETE	F4-PRIOR
F5-NEXT	F6-VIEW DOC	F7-DELETE	F8-VIEW SUM
F9-LINK	F10-SAVE	F11-VW ACCTG	

G641 – RECORD DOES NOT EXIST, PLEASE TRY AGAIN

Year-end 2010

- **Construction Contracts Payable**
 - Only for payments processed in FAMIS
 - Vouchers for FY 2009/2010 will use prefix **VX** through 10/07/2010
 - Vouchers for services rendered in FY 2009 - 2010, processed after 10/07/2010 will use prefix **VY** and will post in FY 2010/2011

Year-end 2010



Construction Contracts Payable

- To expedite work orders (Purchase Orders) and payments, please provide all necessary documents or information:
 - Authorization from OCI for EDP (Equitable Distribution Program) work orders.
 - Provide an Index code and **Sub-object** for new or revised Work Orders.
 - When entering an invoice, please follow the format for invoice number: **Project #-Work order #-Req/Inv/Est #** for construction, or actual invoice number for consultants if available. Example: (20040031-W01-Req1).

Resolution Conversion

- Resolution Conversion Intro/Definition
 - Switching from Direct Voucher payment to Purchase Orders.
 - Conversion Process (Creating Contract, BPO's, PC's, Posting of Invoices, & Generating/Posting of Vouchers)
 - **All Direct Voucher Payments with resolutions are to be forward to Yesenia Perez**
- Documentation Needed for Conversion
 - Completed Conversion Documentation Input Form
 - Copy of **Approved & Executed** Resolution
 - Copy of **Signed** Contract Agreement
 - Verification of Vendor # on Contract Agreement

Resolution Conversion

- Vendor Registration
 - Verify vendor is DPM registered in FAMIS screen 9520 or 9600 prior to payment submission.
 - If vendor is not registered have them download the registration form at the DPM website & submit registration to DPM.
www.miamidade.gov/dpm/doing_business_with_us.asp
- FY '10 – '11 Delegate to Dept.

Resolution Conversion

Exception List

- Historical Preservation
- Rehabilitation Services
- Storage Charges
- Satellite Services and Video Conferencing
- Dental Services
- Purchas of Land
- Performers, Honorariums/fellowships/judges
- Trainers / Specialized Classes
- CBO's
- Mom & Pop Program
- Tutors
- Animal and Animal Specialized Services
- Anti-Venom

Unclaimed Checks Website

- **USE WEBSITE, IT'S BEEN AVAILABLE SINCE 11/2006**
- <http://wsintra.miamidade.gov/UnClaimedChecks/enterUNCC.do>
- **Please refer to Florida Statue 717 for the Timeliness of Payments.**
- **April 30, 2011 is the deadline to file with the State of Florida for unclaimed property; therefore, please clean out the stale dated checks for the 2009 and prior calendar years for your departments on or before March 31, 2011.**
- **Due Diligence letters are sent on a semi-annual basis in order to attempt to make contact with the payee (owners) of these unclaimed checks, but we still need your help!!**

Selection Page - Windows Internet Explorer provided by Miami-Dade County

Address: http://wasiap.miamidade.gov/UnClaimedChecks/login.do

miamidade.gov
Unclaimed Checks

MIAMI DADE COUNTY

Finance Home | GASB 34 | Forms | Policies And Procedures | Reports | Contact Us

Welcome to the Unclaimed Checks Research System [Help](#) | [Logout](#)

Please research the Unclaimed Vendor Checks Issued in payment for invoices processed by Aviation
Using your mouse, select either of the two options below.

At any point during your session, you may come back to this selection page by clicking on the "Change Selection" button on the Selection Criteria line above the search results list.

Selection Options

1. Select by clicking the number under the column you wish to see.
Aviation Unclaimed Checks:

Days Outstanding	61 - 120 Days	121 - 240 Days	241 - 360 Days	Over 360 Days	All Checks
Dept. Count:	0				

--- OR ---

2. Select by filling in the information requested and clicking search.
Countywide Unclaimed Checks, All Departments by:

Vendor Number (FEIN):

--- OR ---

Vendor Name (Partial):

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MIAMI DADE COUNTY

Local intranet

Perez, Yesenia (FIN)

From: lcp@miamidade.gov
Sent: Thursday, May 27, 2010 1:40 PM
To: FNUNCLAIMED (FIN)
Cc: Puig, Carol (MDFR)
Subject: Results of Unclaimed Check Analysis - Check # 02274718 / Caraballo Locksmith

**Miami-Dade County
Stephen P. Clark Center
Finance Department
Controller's Division
Accounts Payable Section
111 N.W. 1st Street - Suite2620
Miami, Florida 33128-1995**

UNCLAIMED CHECK- STOP PAYMENT AUTHORIZATION FORM

Miami-Dade County's check # 02274718 dated 10/14/2009 in the amount of \$6.01 payable to Caraballo Locksmith is unclaimed.

Based on research conducted by Fire Department, please take the following action :

OTHER ACTION(S) TO BE TAKEN :

- Other reason not specified. (Provide details in the comments section below.)

Comments : Spoke with Lilliam at Caraballo Locksmith and since the check is just for \$6.00, she told me to disregard. Do not reissue the check.

Requested by:

Date:

Approved by: *(Accounts Payable Supervisor, Assistant Controller, or Controller Only)*

Date:



Miami-Dade County
Finance Department
Attn: Accounts Payable
111 N.W. 1st Street, Suite 2620
Miami, FL 33128-1980
Office: (305) 375-5111

Vendor Lost/Stale Dated Check Replacement Affidavit

(Complete fillable form, print, sign, notarize and mail to address shown above)

State of _____

County of _____

I, _____, on behalf of _____ whose
(Print name of Person) (Corporation Name if applicable, if not write N/A)

address is, _____
Address City State Zip

Being duly sworn and state that;

I am/we are the legal and beneficial owner(s) of a Miami-Dade County check number _____ issued in the sum of _____ The condition of this
(Amount on Check)

obligation is such that a County check number _____ was issued to _____ on _____, 20____ and that this check
(Individual Name or Corporation Name)

number _____ has been lost/not been received and/or stale
(Please circle one)

dated and that _____ has not received a subsequent payment for
(Individual Name or Corporation Name)

the same goods and services. In consideration of the loss of said check number, a replacement check in the same amount is being requested to be issued to _____
(Individual Name or Corporation Name)

I/We, _____, am/are fully aware that if the original check for
(Individual Name or Corporation Name)
which this replacement check is drawn should ever be presented and paid; I/we will be obligated

to pay the Board of County Commissioners of Miami-Dade County the sum of _____
(Amount on Check)

REV. 11/2008

I/We, _____, understand that if the lost check is found or
(Individual Name or Corporation Name)

presented to me, that I/we must write VOID on the check and return the check to

Miami-Dade County, Finance Department, Attn: Accounts Payable Unit, 111 N.W. 1st Street, Suite 2620, Miami, FL 33128-1980; which is the same address indicated above on this form.

In Witness whereof, the party hereto has set his/her hands and signed at:

INDIVIDUAL:

Signature: _____

Printed name: _____

Date: _____

Telephone Number: _____

OR

CORPORATION:

Name of Corporation or entity: _____

Employer Identification Number: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____

Telephone Number: _____

Subscribed and sworn to before me this _____ day of _____, 20____.

My commission expires: _____

Notary Public in the State of _____

REV. 11/2008

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Miami-Dade County
Stephen P. Clark Center
Finance Department
Accounts Payable Division
111 N.W. 1st Street - Suite 2620
Miami, Florida 33128-1995

STALE DATED CHECKS - STOP PAYMENT AUTHORIZATION FORM
(Departmental Use Only)

Miami-Dade County's check # _____ dated _____ in the amount of
\$ _____ payable to _____ is stale dated.
Based on research conducted by the _____ department,

(Name of County Dept. and employee)

(Please check off appropriate description)

_____ 1) check was lost/not received by the vendor and no subsequent payment has been issued, therefore payment is currently due. A stop payment and replacement check is hereby requested for payment as long as the vendor signs a **LOST CHECK REPLACEMENT FORM** (affidavit) and submits it to Accounts Payable Section.

Comments: _____

Vendor contact person: Name: _____ Phone _____ Fax# _____

_____ 2) a subsequent payment was issued to the vendor with check or ACH # _____, therefore, this check must be voided and canceled in the system.

Comments: _____

_____ 3) the check was issued to an incorrect vendor; therefore, this check must be voided and a new one issued to vendor (name) _____ vendor # _____

Comments: _____

Vendor contact person: Name: _____ phone _____ Fax# _____

_____ 4) other reason not specified above: _____

Requested by: *(Department Supervisor)*

Date:

Approved by: *(Accounts Payable, Supervisor, Controller or Assistant Controller Only)*

Date:

File Name: Stale Dated Outstanding Checks/Stop Payment Authorization Form

Year-end 2010

ACH PAYMENTS

- ✓ Forms available at website:
<http://intra.miamidade.gov/finance> or at
www.miamidade.gov/finance
- ✓ Please encourage all vendors to sign up for this program.
- ✓ Reduces unclaimed checks
- ✓ Expedites availability of funds to vendors
- ✓ Reduces emergency checks

Year-end 2010

VENDOR PAYMENT INQUIRY WEB APPLICATION

- ✓ Continue to introduce vendors to this site and what it provides
- ✓ Reduces telephone payment inquiries
- ✓ History in website for checks and invoices issued for 4 fiscal years to date
- ✓ Ability to track the entire cycle of an invoice.
- ✓ Contact information for cycle of invoice is the A/P Liaison.

P-Card Audit

- Review monthly reconciliation carefully & question those items that do not appear to be for the proper use of public funds and/or not eligible.
 - Parking Citations
 - Plants
 - Food
 - Parties
- Avoid fees imposed by the airlines for calling customer service and ordering a paper ticket – use (e-tickets)
- Travel Requests should be properly authorized by an ACM or designee when applicable.

P-Card Audit (Conti.)

- Verify that hotel rates are in compliance with travel policies & procedures.
- No premium air fares allowed.
- Avoid splitting purchases unless it's part of the normal course of business.
 - Building Permits
 - Registrations
- If sales tax is charged please try to get reimbursed.

Year-end 2010

REGISTRY OF DELINQUENT CONTRACTORS ADMINISTRATIVE ORDER 3-29

- ✓ A web application on the Finance Intranet with search capabilities and additional information.
<http://intra.miamidade.gov/finance/delinquent-memo.asp>
- ✓ A reminder is sent by Hilda Garcia on the 10th of each month to the liaison.
- ✓ Please have your department liaison provide the required information to Hilda Garcia no later than by the 15th of each month.

Year-end 2010

REGISTRY OF DELINQUENT CONTRACTORS ADMINISTRATIVE ORDER 3-29

- ✓ Please include in your delinquent vendor list the FEID number of the contractor/vendor.

- ✓ “As of Date” needs to be entered on spreadsheet sent to Hilda.

- ✓ If your list is not sent monthly vendors that were blocked the previous month will be deleted from the system when monthly information is uploaded.
 - The County can be held liable if a payment is made to a delinquent vendor.

Petty Cash/Change Funds

- Administrative Order No. 3-6 requires that departments:
 - establish written departmental Petty Cash Fund procedures,
 - ensure a secured on-site storage facility to safeguard the funds,
 - immediately notify the Finance Director of changes in custodian via “*Petty Cash/Change Fund Change Form*”, and
 - perform independent, unannounced verifications of petty cash fund balances at least annually to assure accountability and compliance with County ordinance.

Petty Cash/Change Funds (Cont'ed)

- Modifications to the EOY form.
- See me before you go so I can provide you with a list of Petty Cash accounts for your department and copy of Administrative Order No. 3-6.
- If you have any questions, please contact Annette Perez (ext. 1482) or Madelin Alfonso (ext. 7848).

Year-end 2010

SECURITY ACCESS TO THE 26th FLOOR

- Beginning mid – September entry to the 26th floor after hours (5:00 pm) will be limited.
- Please call Accounts Payable at x5111 or Input/Output at x3558 prior to making a delivery after hours.

Year-end 2010

Monday, October 11, 2010

2nd Preliminary reports available

Year-end 2010 Final Closing Friday, October 15, 2010

- * FAMIS will close at noon for fiscal period 2009/10 and will not be available until **Monday, October 18, 2010**
- * **Final reports available on Monday, October 18, 2010**
- * **Any emergency checks needed on Friday, October 15, 2010 have to be received no later than 11:00 am in order to meet the noon deadline**