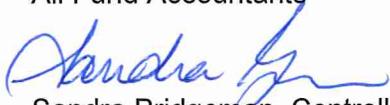


Memorandum



Date: September 24, 2013

To: All Fund Accountants

From: 
Sandra Bridgeman, Controller
Finance Department

Subject: Year-End Preparations

Before the year-end closing, the following items should be addressed at your reporting level (fund, sub-fund, grant or project):

- Review trial balances
- Accrue current year receivables
- Review prior year payables.
- Trace opening balances (SOTS column) to 9/30/12 Annual Financial Statements and Single Audit Report.
- Review Due To/Due From accounts and obtain concurrence from complimentary fund accountant.
- Review petty cash custodian, reconcile to FAMIS (FAML 6820-G/L104)
- Review Transfers In/Transfers Out Account and obtain concurrence from complimentary fund accountant.
- Determine if appropriations reflected in FAMIS reflect the authorized budget including supplements and amendments.
- Review adjusting entries prepared by Miami-Dade County or External Auditors in prior years. If these entries are of a repetitive nature and are required again, **book** prior to final closing of the ledger.
- Review G/L account balances for appropriateness (for example: Negative Balance Accounts should not exist for Receivables positive balances should not exist for Liability Accounts).
- Review all Clearing Accounts: should have zero balances.
- **Please make sure that all routine J.E.'s (i.e. accrual of revenue and expenditures due to/from, corrections, etc.) are posted prior to closing. Post-closing J.E.'s will be limited to circumstances arising subsequent to closing only and adjustments to "true-up" accruals.**
- Ensure all grants are balanced (revenues equal expenditures) prior to closing. If the grant has ended, make sure you request the grant be closed in the general ledger.
- Adjust balances in due from other governments or deferred revenue in your grants.

Also, attached please find the FY 2014 Payroll Processing and Month-end Rollover Schedule.

BP:gps