

**Miami-Dade County  
Finance Department  
September 30, 2011**

**Closing Procedures**

In order to prepare the County's annual financial statements for the fiscal year ending September 30, 2011, the following "cut-off" procedures must be observed by all departments:

**Cash Collections and Bank Deposits**

Cash collections must be "cut-off" at midnight on September 30, 2011. This means that collections on hand at midnight, September 30, 2011 must be:

1. Deposited intact before 2:00 P.M. Monday, October 3, 2011 on a Deposit Receipt dated September 30, 2011.
2. Entered on a Report of Collection dated September 30, 2011 with fiscal period 12/2011.

These reports of collection (paper or Interface) should be received by the Finance Department no later than Monday, October 3, 2011 for processing with fiscal month 12/2011. All collections received after midnight, September 30, 2011 must be deposited, and entered on a Deposit Receipt and a Report of Collection dated October 1, 2011 or later for processing with a fiscal month 01 for fiscal year 2012.

Those departments using Approval Path ("RIMS") to process Report of Collections must input September 30, 2011 deposits with fiscal period 12/2011 no later than **Monday, October 3, 2011.**

**Invoices and Construction Payables**

All purchase orders including construction work orders pertaining to fiscal 2011 must be released/created on or prior to September 30, 2011. Otherwise, subsequent to September 30, you will not be able to process the corresponding fiscal 2011 invoices.

All outside vendor invoices for goods and services received on or before September 30, 2011, will be charged to the 2010-11 budget. Departments using ADPICS A/P Module must have the invoices delivered to the Accounts Payable Section of the Finance Department by **noon, Friday, October 7, 2011.** In order to facilitate this, **departments in receipt of goods or services** on or prior to September 30, 2011 should request "early" invoicing from **these vendors.**

All **construction-related invoices** for work performed on or before September 30, 2011 will be charged to the 2010-11 budget. Departments, using ADPICS Construction Payables module must assure POs are created and needed modifications are completed by September 30, in order to post the expenditure to FY2011. Invoices must be delivered to the Construction Payables Unit of the Finance Department by **noon, Friday, October 7, 2011.** In order to facilitate this, departments in receipt of work performed on or prior to September 30, should request "early" invoices from these vendors.

Prior year invoices (invoices for goods or services received or rendered to departments on or before September 30) received by Finance Department after noon, Friday, October 7, 2011, will be processed in fiscal year 2012. At the end of the audit cycle, if subsequent period entries are material, an accrual adjusting entry will be posted against the 2011 budget.

As a result of using ADPICS A/P and Construction Payables Modules, the system will refer to invoice date to determine which invoices should be accrued in FY2011. A report will be run and provided to enterprise funds (Transit, Solid Waste, and Seaport) and auditors to calculate accrual entry.

**Please do not accumulate old year invoices for payment in the New Year. These will be accrued in FY during the audit process. If an audit adjustment is proposed by external audit we will notify you of amount of accrual. Enterprise Funds with separate audits will be provided a payable report to assist with the accrual adjustment.**

### **Documents in the Approval Path**

Departments using the FAMIS/ADPICS Approval Paths for accounts-payable and/or construction payable related transactions and journal entries must hand deliver all documents to the Finance Department within the scheduled "cut-off" dates as follows:

1. Voucher Processing: Submit by Friday, September 30, 2011 (1<sup>st</sup> preliminary) and by noon, Friday, October 7, 2011 (final A/P cut-off and 2<sup>nd</sup> preliminary reports)
2. Journal Entries: Submit by noon, Friday, September 30, 2011 (1<sup>st</sup> preliminary), noon, Friday, October 7, 2011 (2<sup>nd</sup> preliminary and interdepartmental cut-off), Tuesday, October 11, 2011 (JE within your department cut-off) and noon, Wednesday, October 12, 2011 (grant adjustments/final)

In order to assist you in tracking outstanding (not posted) documents for fiscal year 2011, ADPICS - A/P, including Construction Payable, you can refer to On-Demand to access a report for all departments of "documents awaiting approval" (FAMF/DA/AP/APPR/AP04).

We will delete any FY2011 voucher documents from the electronic mailbox for which the original documentation is not received by the Finance Department **by noon, Friday, October 7, 2011.**

We will delete any fiscal year 2011 journal entries (JEs) from the electronic mailbox for which the original documentation is not received by the Finance Department by **noon, Wednesday, October 12, 2011.**

### **Journal Entries**

1. All manually coded journal entries covering charges for goods and services delivered or rendered on or before September 30, 2011 are to be submitted to the Finance Department no later than noon, Friday, September 30, 2011 to be included in the 1<sup>st</sup> preliminary closing reports.
2. All manually coded journal entries covering interdepartmental (affecting other departments) charges for goods and services delivered or rendered on or before September 30, 2011 are to be submitted to the Finance Department no later than noon, Friday, October 7, 2011. This is the final cut-off for interdepartmental JEs and will be included in the 2<sup>nd</sup> preliminary closing reports.
3. All manually coded journal entries covering departmental (affecting your own department) charges for goods and services delivered or rendered on or before September 30, 2011 are to be submitted to the Finance Department no later than noon, Tuesday, October 11, 2011. This is the final cut-off for departmental JEs for FY2011 and will be included in the final closing reports . (Finance will be fully staffed on the Holiday Monday, October 10.)
4. All manually coded journal entries for grant adjustments covering charges for goods and services delivered or rendered on or before September 30, 2011 are to be submitted to the Finance Department no later than noon, Wednesday, October 12, 2011 to be included for FY2011 and the final closing reports.

### **Interdepartmental Billings**

5. Automated charges for fiscal year 2011 such as energy, telephones, mobile equipment, are to be processed and applied against the 2011 fiscal year no later than Tuesday, September 28, 2011. Payroll accruals will be posted on Wednesday, September 21, 2011.
6. All manually coded journal entries covering interdepartmental charges for goods and services delivered or rendered on or before September 30, 2011 are to be submitted to the Finance Department no later than noon, Friday, October 7, 2011 to be included in the 2<sup>nd</sup> preliminary(interdepartmental cut-off) closing reports.

### **Encumbrance Liquidations**

1. Encumbrances reports (excel format) will be sent to departments for review and approval of liquidations of old encumbrances that have not had activity for the last six months and/or older.
2. Please note that we will need a response from you by Monday, September 12, 2011 in order to meet the 1<sup>st</sup> Preliminary reporting deadline.