Member Care and Shared Services



Welcome



Year End Close

It is a Year – Long Process

Reconcile Monthly



- Year End Closing of the council's financial records should occur by the 10th of January
- Do NOT keep books open for audit adjustments
- Audit adjustments can be made any time during the year



- Prepare an Auditor notebook, file cabinet or storage container
- Gather all major financial transaction supporting documentation
- Place in your "Auditor File"
- Place all month end reconciliation documentation in your "Auditor File"



 Using the Trial Balance Report – Reconcile all asset and liability accounts

 Follow Year End Procedures documentation downloaded from the FID website.



IMPORTANT

- Check for Errors under GL Journal.
- Import and post all SellWise, Membership, Fundraising, Payroll, and Accounts Payable before beginning the final phases of closing the General Ledger.



In Late December

Reconcile payroll



- Beginning January 2nd
- Make sure all entries from cash receipts, fundraising, membership and accounts payable have been entered and posted to the general ledger.
- From fundraising, you should receive the amount of unpaid pledges management has determined to be collectible.



- Reconcile all Accounts and Notes Receivable accounts. Secure all supporting documents.
- Document all reconciliations and file in Auditor File
- Any refunds due that have not been received should be reflected in account 1262.



- Make any adjustments to reflect total amount of pledges receivable council management has determined to be collectible in the next year by using the Allowance for Uncollectible accounts(a credit to reduce the net amount to remain as a pledge receivable and a debit to increase the receivable.
- The offset should go to Provision for Uncollectible account numbers.



 Go through this process and use the appropriate accounts for all pledges receivable accounts and place all reconciliation documentation in the Auditor File.

- Trading Post physical inventory should have been completed in late December.
- From the revised inventory report, make adjustments to 1401 and 6351 to reflect current inventory value at December 31.
- Place all documentation in Auditor File.

- Reconcile membership
 - Cash received for membership, Charter fees,
 and Boys' Life report should be obtained
 from the Registar
 - Reconcile to appropriate custodian account



 Obtain Customer Account report from SellWise and reconcile balance to 2341.

 Place report with journal entry documentation in Auditor File.



- ▶ Record all accrued expenses
- Expenses incurred in 2014 but you have not or did not receive by January 5th
- ▶ Debit appropriate expense; Credit 2131-xxx
- Make sure when invoice is received, expense to 2131



Accounts Payable

- Make sure all invoices have been entered and posted to the General ledger.
- Run the Open Liability Reconciliation Report and look at the totals by fund. The sum of the 2006 accounts in all three funds and the totals from the Reconciliation Report should EQUAL each other. If they do not, check each fund separately and isolate the problem.

Accounts Payable

- There should be a valid invoice or other authorized document for each entry in the Open Liability Reconciliation. The paperwork should match the list of unpaid invoices and credit memos. When you have verified the totals on the Reconciliation Report, make the necessary adjustments in the General Ledger. Save the reports for the auditor.
- Run the Open Liability Reconciliation Report
- 1099 Make sure you have TCC number into National



Preparation

- Make sure Asset Management is closed for December
- Make sure Accounts Payable is closed for December
- Make sure all transactions are posted in the General Ledger
- Run December Allocations
- Generate Year End Reports

Close Process

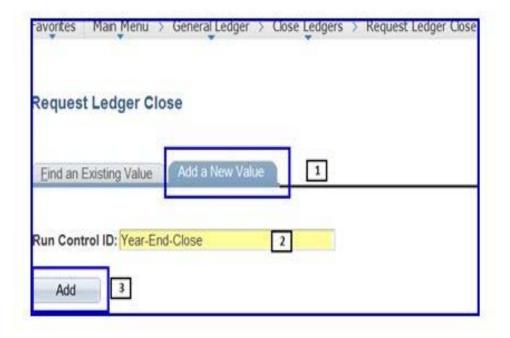
- Close December (Period 12)
- Run Year End Close Process (GLUG sec 7.3)
- Page 7-4

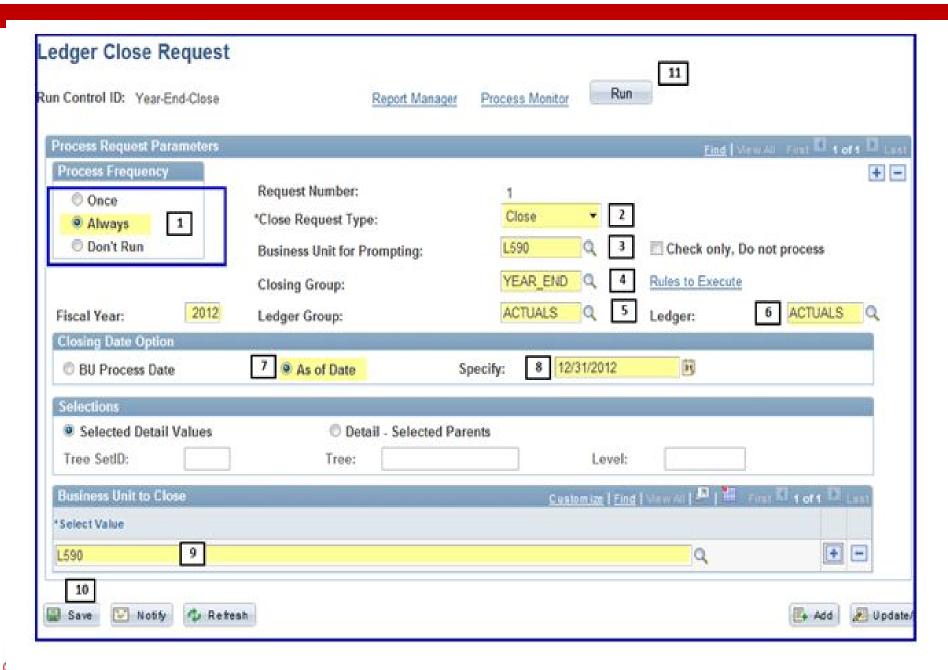


7.3.1 Processing the Year End Close

The first time you access this process, you will want to create a "Run Control ID that is unique to you and can be used again

- 1. Click on the "Add a New Value" tab.
- 2. Add a Run Control ID.
- 3. Click on the "Add" button.







Making Adjustments after Year End Close

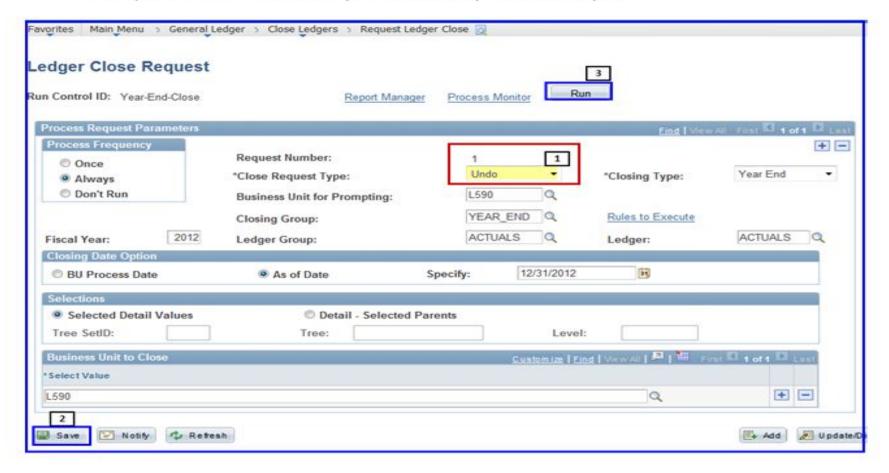
1. Undo the Year End Close (GLUG sec.

7.5.3.1) – Page 7-8

7.5.3.1 Undo the Year-end Process

This will reverse the entries that created the entries in period 999 (year-end)
It will also reverse the entries to period 0 of the next year (beginning balances)

Pull up the same Run Control ID you saved when you closed the year.



The only change should be in the red box.



Council Adjustments after Year End Close

- 1. Re-Open December 2014 (Period 12)
- 2. Make adjusting journal entries using source code **CA**
- 3. Post journal entries December 2014 accounting date.



Council Adjustments after Year End Close

4. Run December Allocations

5. Generate Year End Reports

6. (Run Year End Close Process (GLUG sec7.3 Page 7-4



Audit Adjustments after Year End Close

For Auditor Proposed and Accepted Journal Entries

Use same process except use source code AA for the journal entries.



Resources

- www.Scout-Wire.org
- FID <u>www.scouting.org/financeimpact</u>
- Local Council Fiscal Software User's Guide
- Year-end documents FID website



Questions and Answers



We look forward to supporting the needs of Local Councils.



Great Councils = Great Units + Great Kids

