



OFFICE OF THE AUDITOR-CONTROLLER

"Proudly Serving the Financial Needs of Tuolumne County"

DONALD MCNAIR, CPA
Clerk & Auditor-Controller

DATE: June 11, 2025

TO: All Department Heads and Fiscal Staff

FROM: Donald McNair, County Auditor-Controller *DM*

SUBJECT: PROCEDURES TO CLOSE 2024-25 FISCAL YEAR-END

Below are the closing procedures for fiscal year 2024-25. With the recommend budget being brought to the Board on June 17, 2025 and the adopted scheduled for September 23, 2025. We will need to determine final fund balance as soon as possible. Any major corrections to estimated fund balance needs to be done as soon as possible. The time schedule is similar to prior years.

JUNE REPORTS

We plan to have the June reports to all departments by July 25th. These reports will reflect all year-end adjustments the Auditor's Office has received, (i.e., receivables, deferred revenue and encumbrances) and all direct entries made by the departments. Therefore, the earlier we receive your schedules, the more accurate your department balances will be.

ACCOUNTS RECEIVABLE

Each department shall provide the Auditor-Controller with a [Schedule of Revenues and Reimbursements](#) **EARNED** but not deposited with the Treasurer as of June 30, 2025. This schedule, signed by the responsible Department Head, shall be filed with the Auditor-Controller **BY THE CLOSE OF BUSINESS JULY 18, 2025**. Included in this schedule shall be State and Federal Grants or Contracts and any other items that the department usually bill out to any paying agency.

If the funds are federal or State, please include the contract or grant agreement. This will save a phone call later during the audit. The department should **NOT** include charges and fees routinely received by the department in the normal course of business. The schedule shall provide the source of the funds, the name of the program for which the funds are billed, the complete account number to which the item will be deposited, and the amount. Estimates of amounts not billed but due to the County as of June 30, 2025 should be included. There will be an electronic form provided to help facilitate the preparation of the year end receivables. Another copy of the form will be on the prddata drive under forms.

WHEN COMPLETING ACCOUNTS RECEIVABLES AND SCHEDULES:

- 1) List items in account number order with a subtotal for each object account and a total for the department.
- 2) Use a **separate form for each department**.
- 3) Round totals to the **nearest dollar**.

It's helpful for us to have each department on a separate schedule.

DEFERRED REVENUE

Each department shall provide the Auditor-Controller with a [Schedule of Deferred Revenues](#). Revenues received but **NOT EARNED** but **deposited** with the Treasurer **BEFORE** June 30, 2025. These revenues, probably grants, should have been re-budgeted in 2025-26. This schedule, signed by the responsible Department Head, shall be filed with the Auditor-Controller **BY THE CLOSE OF BUSINESS JULY 18, 2025**. Included in this schedule shall be State and Federal Grants or Contracts and any other items that the department usually bill out to any paying agency.

There will be an electronic form provided to help facilitate the preparation of the year end deferred revenue. Another copy of the form will be on the prddata drive under forms.

WHEN COMPLETING ACCOUNTS RECEIVABLES AND SCHEDULES:

- 1) List items in account number order with a subtotal for each object account and a total for the department.
- 2) Use a **separate form for each department**.
- 3) Round totals to the **nearest dollar**.

It's helpful for us to have each department on a separate schedule.

PAYABLES-EXPENDITURES

Departments should enter their accounts payable claims directly into the system. Remember if the invoice or work was done before June 30, 2025, to use **June 30, 2025**, or prior, as the authorized date. If the work was done in July or after, post in July.

CREDIT CARDS

The normal cut-off date is the 22nd of the month. However, for yearend we need the whole month of June 2025 in the system, Remember, some vendors do not turn in their credit card receipts in daily, so make sure all your **2024-25 purchases** are in the system. Matt will send out new instructions for the VISA system to make sure all charges are recorded for yearend.

ENCUMBRANCES/ CONTRACTS

Purchase orders should be entered into the system through June 30, 2025.

If you have a contract or written commitment, and approval by the Board, send a [Schedule of these Encumbrances](#) with back up by July 14, 2025, so that we can enter them into the system. There will be an electronic form provided to help facilitate the preparation of the year end encumbrances and contracts. Another copy of the form is available on the prddata drive under forms.

Please include the following information on the list of encumbrances: payee, account number, amount, and contract number or date approved by Board of Supervisors. Encumbrances, which do not reference a contract number, must have a copy of the Board minutes attached showing Board approval of the contract. The Department Head must sign this schedule.

JOURNAL ENTRIES

June journal entries should be entered into the system by July 23, 2025, and will be part of the calculation of interest. We will be calculating and posting interest on July 25, 2025. Please enter journals into the system as soon as the department is aware of them. Remember to use a June date if incurred on or before June 30, 2025.

SALARIES & EMPLOYEE BENEFITS

Payroll through the period ending June 30, 2025, will be charged to departments 2024-25 payroll accounts. Payroll posting will be completed by July 18, 2025. Please send in all employee reimbursements that pertain to June by July 1, 2025, for the payroll ending July 12th. These reimbursements should all say June 30, 2025. This will ensure that they are correctly coded to the correct year. Employees that have a final pay date of June 30, 2025, will be fully charged to fiscal year 2024-25.

DEPOSIT OF FUNDS

Please deposit all funds received in your office through June 30, 2025, prior to 4:00 p.m. on June 30, 2025. Any deposits made after that time will be recorded in July and will not be reflected in the 2024-25 reports. They will need to be recorded as a receivable.

YEAR-END TRANSFER

The Auditor's office has already started to prepare year-end transfers to clean up line items and help determine estimated fund balance. We will finish by July 31, 2025.

2025-

PAYOR	ACCOUNT NUMBER	AMOUNT	Deposit No. & Date
	106980	\$ -	

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Deferred Revenue
June 30, 2025

2025-

PAYOR	ACCOUNT NUMBER	AMOUNT
	210310	\$ -

DEPARTMENT

Deferred Revenue

DEPT. HEAD SIGNATURE

Approved by (Auditor Use Only)

2025-

06/30/25 and 07/01/25
Post Date (Auditor Use Only)

DOCUMENT # For June 2025

DOCUMENT # For July 2025

CONTRACTS/ENCUMBRANCES
June 30, 2025
(Listing of County PO's Are Required)

2025-

PAYOR	ACCOUNT NUMBER	AMOUNT
Total	202100	\$ -

DEPARTMENT

DEPT. HEAD SIGNATURE

Approved by (Auditor Use Only)

2025-

06/30/25 and 07/01/25
 Post Date (Auditor Use Only)

DOCUMENT # For June 2025

DOCUMENT # For July 2025