

INTERNAL MEMO



DATE November 16, 2012
TO **All City Employees**
FROM **Tara Johnston, Sr. Corporate Analyst, Reporting**
DEPARTMENT **Finance**
SUBJECT **2012 YEAR-END ACCOUNTING DEADLINES**

2012 YEAR-END ACCOUNTING DEADLINES

Inventory

- Inventory should be **counted in December 2012** with all physical stock **adjustments** in the system **by year end**.
- Finance will send a reminder in early December to all known inventory owners with count instructions and system information.
- Please send inventory count sheets and the reconciliation of these count sheets with JDE and provide any adjustments required to bring JDE accounts in line with physical count to **Tara Johnston** by **December 31, 2012**.

Purchase Orders (WAM)

- Purchase Orders created in 2012 will be closed **Friday January 18, 2013** at 4:30pm unless the new process is followed to request to keep the purchase order open. On **January 2, 2013** all employees who have purchase orders in 'issued' status will receive a list of these purchase orders. If the purchase order needs to remain open employees will be required to go into each purchase order in WAM to make the request electronically and provide a reason. Detailed instructions will be provided in the email notification sent on January 2, 2013. If a request is not made by January 18, 2013 by 4:30pm the purchase order will be closed and will **not** be re-opened, no exceptions.

Petty Cash

- All petty cash is required to be counted and reconciled at year end.
- Owners of petty cash are to count and submit their Petty Cash / Float Count Form **Kelly Burden** by **January 11, 2013**.
- Replenishment of Petty Cash is not required for year end – please follow normal process and procedures if you require your cash to be replenished

Bank Deposits and Cash Journal Entries

- All cash/cheques received on or before December 31, 2012 **MUST** be deposited into the bank by **31st December 2012**. All JDE journal entries related to these deposits should be entered into JDE by **Friday, January 11, 2013**.
- In the rare occurrence that cash was received prior to December 31, 2012 but not deposited in bank by year end – please complete the Cash on Hand form. Please submit to **Kelly Burden** by **Friday, January 11, 2013**.

2012 YEAR-END ACCOUNTING DEADLINES

2012 Journal Entries

- The last day to input JDE journal entries to your 2012 accounts will be **Friday January 25, 2012.**
- JDE for 2012 will be closed to after this point and staff will only be able to access 2013. Any further adjustments identified need to be submitted to your departmental financial analyst.

Inter-departmental JV's

- All inter-department cross charges relating to the 2012 budget year must be submitted to finance through the normal journalentry@guelph.ca process with all appropriate approvals by **February 1, 2013.**

VISA Statements – November, December and January

- VISA back up is due to **Courtney Williams** in purchasing – no change from the normal monthly process
- Entries for November 2012 Visa statements need to be entered in JDE by **December 31, 2012.**
- Entries for December 2012 Visa statements need to be entered in JDE by **Friday February 1, 2013. (**ENSURE these entries are dated: DECEMBER 2012 – contact your financial analyst to perform the entry if you no longer have access to 2012)**
- Entries for your January VISA need to be entered in JDE by **February 22, 2013 (**Ensure these entries are dated: January/February 2013)**
- Finance will automatically accrue all December 2012 VISA purchases that appear on your January 2013 VISA back to your 2012 budget. Please do not submit an accrual request for these purchases.

Accounts Receivable Billings - (JDE)

- All 2012 invoices/billings need to be created in JDE by **Friday, January 11, 2013. (REMEMBER: Back Date your system invoice to 2012)**
- In the rare circumstance that you need to create a **2012 invoice** after this date
 - Create the invoice in 2013 as per normal procedures
 - Send a copy of this invoice to your **financial analyst** and ask them to accrue it back to 2012.
 - Include appropriate back up to support that this invoice relates to services rendered in 2012

Accounts Payable Invoices

In order for supplier's invoices to be charged to your 2012 budget, they **MUST** meet the following criteria:

- The goods and services being invoiced must have been physically received in 2012

Following the above criteria, **please separate your 2012 invoices from your 2013 invoices** and **clearly identify** the year in which they relate. Submit your invoices for payment to Accounts Payable via the normal process.

2012 YEAR-END ACCOUNTING DEADLINES

Finance will apply the 2012 invoices to your 2012 budget automatically up until **February 15, 2013**.

After this date, only in rare circumstances will accruals into 2012 be allowed and you will need to contact your financial analyst for approval.

Expenditure Accruals

- For any invoices yet to be received and submitted to Finance by February 15, 2013 but that should be applied against the 2012 budget (good/service was received in 2012) – please fill in the Expenditure Accrual form and submit to **your designated financial analyst by February 15, 2013**.
- Please note that there must be evidence that the good / service was received in 2012 for this accrual to be allowable.

For all requested expenditure accruals it is assumed that the suppliers invoice is simply in transit and not available for the Accounts Payable processing cut-off date of February 15, 2013.

Note: please exclude December VISA purchases as these will already be accrued by finance.

Prepaid Expenses

- In some instances, there may be expenses that you have paid in 2012 that should be recorded in your 2013 budget year.
- Typically these expenditures are for deposits on training, membership dues or conference fees for an event that will occur during 2013 but you had to pay for in advance.
- Provided that there is sufficient documentation to prove that expense can be recorded in 2013, an accrual can be processed to move this expense out of 2012 and into 2013 budget year.
- Please fill in the **Prepaid Expense form** and submit to **your designated financial analyst by Friday, January 18, 2013**.

Deferred Revenue

- In some circumstances, a department may have received certain **external** revenues in 2012 where there are special conditions/uses for the money and these conditions have not been met by year end.
- Typically these include revenues where there are reporting requirements back to the grantor/donor or the monies were collected for an event that will occur in the future (ex. Recreation Program fees collected in December for a January 2013 program).
- Provided there is evidence to support the deferral, in accordance with Canadian accounting principles, finance staff will advise you as to whether the revenue is eligible for deferral to 2013.
- Please fill in the **Deferred Revenue form** and submit to **your designated financial analyst by Friday, January 18, 2013**

2012 YEAR-END ACCOUNTING DEADLINES

Revenue Accruals

- You may have revenues that you are expecting to receive in 2013 but that relate to the 2012 budget year
- Typically these revenues are either not invoiced by the City (for example grant type revenues) or revenues that cannot be invoiced until a final accounting is complete (for example certain engineering projects and shared services final billings).
- Provided that there is sufficient documentation to prove the revenue can be recorded in 2012, an accrual can be processed to record the revenue in the 2012 budget year.
- Please fill in the **Revenue Accrual form** and submit to **your designated financial analyst** by **February 8, 2013**.

Holding Accounts and Other Reconciliations

- Some departments have holding accounts, deferred revenue accounts and deposit accounts and these all require to be reconciled as at December 31, 2012.
- You will be notified by finance in advance if you are the owner of one of these accounts
- The deadline for submission of account reconciliations to **Tara Johnston** is **February 22, 2013**. If they are completed in advance to this date – please forward as soon as available.

YE Capital Asset Inventory Procedures

- All departments will be required to review their open capital projects, asset disposals, and asset valuation as at December 31, 2012.
- Each departmental Asset manager will be required to submit a **YE Capital Check List form** signing off that their **capital asset inventory** is complete and in use.
- These completed and signed forms will need to be submitted to **your designated financial analyst** by **February 21, 2012** and will be used as audit evidence during the 2012 financial statement audit.

2012 YEAR-END ACCOUNTING DEADLINES

SUMMARY OF KEY DATES

21 December 2012	<p>Complete Physical Inventory counts</p> <p>All inventory stock adjustments into WAM / JDE</p> <p>Count support documents to Tara Johnston</p>
24 December 2012 – Last day before holidays (for certain departments)	<p>All Cash deposited in bank before holiday break</p> <p>WAM – receive all delivered goods / services</p> <p>All WAM entries complete - 2012 stock transfers and other inventory adjustments</p> <p>November 2012 VISA entries due in JDE and back up submitted to Courtney Williams</p>
31 December 2012 – Last day for those departments that are not closed during the holidays	<p>All cash on hand deposited to bank</p> <p>WAM – receive all delivered goods / services</p> <p>WAM - the last day for 2012 inventory count entries - stock transfers and other inventory adjustments</p> <p>November 2012 VISA entries due in JDE and back up submitted to Courtney Williams</p>
11 January 2013	<p>All 2012 bank deposit journal entries to be entered in JDE</p> <p>All Cash on Hand forms submitted to Kelly Burden</p> <p>Petty Cash deadline – All replenishment / petty cash summary forms to be submitted to Kelly Burden</p> <p>AR Cut-off - 2012 accounts receivable billings to be entered into JDE</p>
18 January 2013	<p>Deferred revenue cut off - forms to be submitted to your designated financial analyst</p> <p>Prepaid Expense cut off – forms to be submitted to your designated financial analyst</p> <p>AP Close – 2012 invoices processed directly to 2012 ends today.</p> <p>PO's in WAM close at 4:30pm unless otherwise notified</p>

2012 YEAR-END ACCOUNTING DEADLINES

25 January 2013	2012 Journal Entry Cut off in JDE
1 February 2013	Inter-departmental JV's cut-off – Inter-department JV's to be submitted to journalentry@queph.ca December 2012 VISA entries due in JDE (enter in 2012 JDE year – contact your analyst if you no longer have access)
8 February 2013	2012 Revenue accrual forms to be submitted to your designated financial analyst
15 February 2013	2012 Expenditure accrual forms to be submitted to your designated financial analyst
21 February 2013	YE Capital Checklist Form due to your designated financial analyst
22 February 2013	All Reconciliations due - Holding accounts, deposit accounts, deferred revenue accounts – submit to Tara Johnston January VISA entries due in JDE (enter in 2013 JDE year)