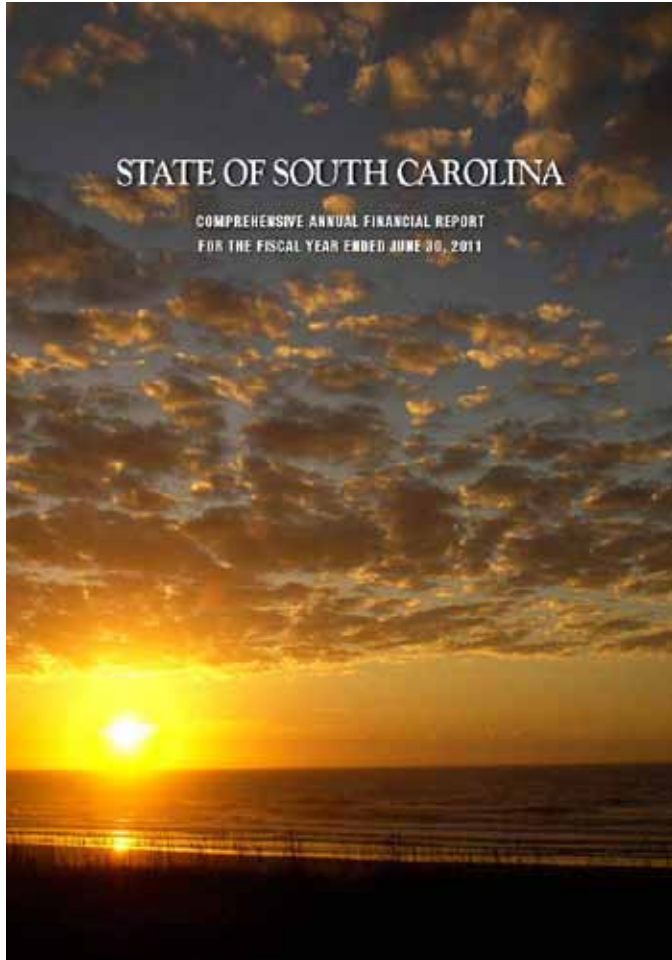


State of South Carolina



2012 Year-End Reporting Packages Workshop

Co-Sponsored by:
Comptroller General's Office
and
SCEIS

Year-End Reporting Packages Workshop

Welcome

Breaks: Morning approx 15 minutes
Lunch 1 hour
Afternoon approx 15 minutes

We encourage participation through questions during the presentation. We ask that the questions be relevant to the audience as a whole.

Questions specific to your agency should be addressed by email to mmcneill@cg.sc.gov.

Overview of CAFR Process

- What is a CAFR?
- Generally Accepted Accounting Principles for Governmental Entities is Complex.
- Sources of Information.
 - Changes for SCEIS
- Audit of the State of South Carolina

Agency Responsibility

- Internal Control System
- Accurate Reporting of Information
- Timely Reporting of Information
- Prompt Response to CAFR Team Inquiries
- Prompt and Responsive Action for Inquiries and Substantive Testing required by Statewide Auditors.

Modifications for 2012

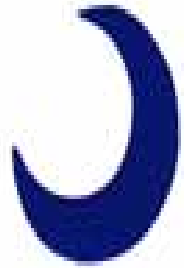
- What gave rise to the need for modifications?
- Report Manual Modifications
- Reporting Package Form Modifications

Workshop Topics

- ‡ Topic 1: Master Reporting Checklist
- ‡ Topic 2: Cash and Investments
- ‡ Topic 3: Revenue and Receivables
- ‡ Topic 4: Grants
- ‡ Topic 5: Capital Assets
- ‡ Topic 6: Other Assets

Workshop Topics

- ‡ Topic 7: Accounts Payable
- ‡ Topic 8: Payroll Related Liabilities
- ‡ Topic 9: Litigation
- ‡ Topic 10: Other Liabilities
- ‡ Topic 11: Fund Balance
- ‡ Topic 12: Subsequent Events



TOPIC 1:

Master Reporting Checklist

- ✓ Changes from Prior Year.
- ✓ Demonstration
- ✓ Questions of Interest and Clarification

Changes from prior years:

- q Elimination of most of the multiple level questions.
- q Clarification of Actions Required.

Master Reporting Checklist



Due
July 13st



G/L Account Variation Report: Selection



Selection values

Fiscal Year

2012

Period

12

Selection groups

Account Group

SC_TRIAL_BALANCE_DETAIL

Or value(s)

to



Business Area

F030



to



Cost Center

to



Funded Program

Or value(s)

to



Fund

to



Grant

to



GL Account Variation Report



- Variation: Characteristics
- Business Area
 - Fund**
 - Grant
 - Cost Center
 - Funded Program

Variation: Fund

- * Fund
- 10010000 GENERAL FUND
- 10010021 GENERAL FD - C/F
- 10020000 GF DONATED ASSETS
- 28370000 GENERAL REVENUE
- 30037000 DUAL EMPLOYMENT
- 30240000 HR-PR DEFAULT
- 30267000 PR LIABILITIES - SAP
- 30350000 OPERATING REVENUE
- 30350001 OP REV- INT SERV FD
- 30350999 OP REV- HR PR
- 30370000 SPECIAL DEPOSITS
- 30370036 WIRELESS TOWER
- 30370038 800 MHZ RE-BANDING
- 30438000 CAP PROJ-CAP IMP
- 30670000 GENERAL SERVICES
- 30810000 DEPR RES DSIT
- 30980000 DONATIONS
- 30980002 DONATIONS-CRRMM MEMB
- 31240000 RENT-ST OWN RL PROP
- 31460000 BARNWELL OP SHORT
- 31490000 MAINT REP REN-NONCAP
- 31490002 MAINT REP OTHER ENTI
- 31840000 EARNED FUND
- 31850000 HEALTH SYS & PLANNING
- 31970000 MOTOR POOL - ENTR FD
- 31970001 MOTOR POOL - ISF
- 32120000 TRAINING SESSION FEE
- 32247000 AW COMP ADM FEE
- 32270000 DIRM TELECOMM PROJ
- 32340000 DEPR RES OGS
- 32650000 DEPR RES STATE PARK
- 32660000 DEPR RES STATE HOUSE
- 33230000 K-12 SCHOOL TECH
- 33290000 K-12 SCHOOL TECH
- 34170000 SPECIAL OPERATING
- 34820000 RURAL INFRA BK TR FD
- 34850000 SC VETS MONUMENT

Selected Accounts Variation Report

Run Date / Time 06/11/2012, 09:53:16

Bus Area: F030 Fund: * Grant: *
 Cost Ctr: * Funded Program: * Period: 12, 2012
 Account Group Selected: SC_TRIAL_BALANCE_DETAIL

GL Account	YTD Beg Bal	MTD Activity	YTD End Bal
1000000000 CASH DUE TO/FROM	738,376,222.90	12,870,797.69	751,247,020.59
1000010000 UNDEPOSITED CASH			
1000010101 UNDEP CASH F030-DIO	560.04	560.04-	
1000010102 UNDEP CASH F030-DRS			
1000010103 UNDEP CASH F030-DSIT			
1000010104 UNDEP CASH F030-06S ADMIN			
1000010106 UNDEP CASH F030-SURPLUS			
1000010108 UNDEP CASH F030-MMO			
1000010109 UNDEP CASH F030-SEO			
1000010111 UNDEP CASH F030-EIP			
1000010112 UNDEP CASH F030-DLG			
1000011651 UNDEP CASH U300-1			
1000020000 IDT CASH CLEARING ACCOUNT	42,634,629.76	93,228.53-	42,541,401.23
1000030000 CASH ON DEPOSIT-STO	7143831,792.86	42,490,449.36	7186322,242.22
1000040000 CASH DISBURSEMENTS-STO	4101299,634.97-	92,575.83-	4101392,210.80-
1000050000 PETTY CASH	500.00		500.00
1011000000 WACH_F03 MAP ADV COM	2,980.00		2,980.00
1011300000 WACH_E16_CT_CASH	1231644,520.86-	41,094,757.10-	1272739,277.96-
1011300001 WACH_E16_CT_CHK	717,188,202.90-	5,988,720.33-	723,176,923.23-
1011300004 WACH_E16_CT_CC	278,176.09-	8,650.26-	286,826.35-
1021100100 BBT_F03 AGY DIR CONF			
1021100200 BBT_F03 HR CONF			
** Cash	1874436,150.74	8,082,754.96	1882518,905.70
1300010000 ACCTS RECEIV CURR	9,819,953.85	769,304.55	10,589,258.40
1300010002 OTHER RECEIVABLES	1,124,225.00		1,124,225.00
1300010003 PRESCR DRUG RECEIVABLE	17,922,115.98		17,922,115.98
1300010004 MEDI PART D RECEIVABLE	5,901,700.66		5,901,700.66
1300010005 CLAIMS REFUND RECEIVABLE			
1300010006 ACCRUED INTEREST	5,227,015.84		5,227,015.84
1300010007 DUE FROM SCRHTIF	27,331.40		27,331.40
1300010008 DUE FROM SCLTDITF	21,200.00		21,200.00
1300020000 ACCOUNTS RECEIVABLE - IDT	26,041,849.44	3,397,852.22-	22,643,997.22
1300220000 DUE FROM EMPLOYEES			
1300221000 EIP EMPLOYEE PREM RCV	40,806,190.52-	26,664.03-	40,832,854.55-
1300221001 EIP EE PRM REC AG NO	9,547,582.79-	13,321,924.88-	22,869,507.67-
1300221002 EIP EE PRM REC SCHLS	10,963,458.26	9,351,965.20-	1,611,493.06
1300221003 EIP EE PRM REC L6OV	243,630.97	3,213,102.01-	2,969,471.04-
1300221004 EIP EE PRM REC OTHER	694,646.62	485,502.75-	209,143.87
1300221011 EIP EE HLTH PRM AGY	113.72-	2,842,013.18-	2,842,126.90-
1300221012 EIP EE DENT PRM AGY	2,528.27-	406,000.82-	408,529.09-
1300221013 EIP EE LIFE PRM AGY	1,919.58-	401,484.73-	403,404.31-
1300221014 EIP EE DISAB PRM AGY	735.47	45,863.40-	45,127.93-
1300221015 EIP EE VISION PRM AG	1,597.42	109,262.52-	107,665.10-
1300222000 EIP EMPLOYER CNTRB RC	45,500.63		45,500.63
1300222001 EIP ER CONT RE AG NO	8,788,854.45-	321,464.14-	9,110,318.59-
1300222002 EIP ER CONT RE SCHLS	32,710,949.95-	1,281,878.66-	33,992,828.61-



GL Account Variation Report



Variation: Characteristics

- Business Area
- Fund**
- Grant
- Cost Center
- Funded Program

Variation: Fund

- * Fund
 - 10010000 GENERAL FUND
 - 10010021 GENERAL FD - C/F
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 - 34850000 SCVETS MONUMENT

Selected Accounts Variation Report Run Date / Time 06/11/2012, 09:53:16

Bus Area: F030 Fund: 30350000 Grant: *
 Cost Ctr: * Funded Program: * Period: 12, 2012
 Account Group Selected: SC_TRIAL_BALANCE_DETAIL

GL Account	YTD Beg Bal	MTD Activity	YTD End Bal
1000000000 CASH DUE TO/FROM	149,717.98-		149,717.98-
1000030000 CASH ON DEPOSIT-STO	152,528.33		152,528.33
** Cash	2,810.35		2,810.35
1300010000 ACCTS RECEIV CURR			
1300020000 ACCOUNTS RECEIVABLE - IDT			
** Accounts Receivable			
1801009000 AUC-MA			
1801036000 INTAN AETS DEP-MA	5,597,087.00		5,597,087.00
1802036000 INTAN AETS DEP-FA	5,597,087.00		5,597,087.00
1802036010 INTANG DEP-CONT-FA	5,597,087.00-		5,597,087.00-
1803036000 ACC DEP-INTAN ASST	1,191,972.23-		1,191,972.23-
** Fixed Assets	4,405,114.77		4,405,114.77
*** Total Assets	4,407,925.12		4,407,925.12
**** Total Assets	4,407,925.12		4,407,925.12
2010030000 ACCRUED ACCOUNTS PAYABLE			
** Accounts Payable			
*** Total Liabilities			
3000010000 RET EARN & FD BAL UN	2,810.35-		2,810.35-
3000020000 FB-DEPRECIATION(FA)	673,723.44		673,723.44
3002036000 FB-ACC INTAN ASET D	5,597,087.00-		5,597,087.00-
** Fund Balance Accounts	4,926,173.91-		4,926,173.91-
4350040000 PARKING FEE			
** Revenue			
5060236000 DE-INT ASSET-DEP(FA)	518,248.79		518,248.79
* Depreciation	518,248.79		518,248.79
** Expenditure Detail by Group	518,248.79		518,248.79
*** Fund Balance Total	4,407,925.12-		4,407,925.12-
**** Total Liabilities and Fund Balance	4,407,925.12-		4,407,925.12-
***** Total			



TOPIC 2:

Cash and Investments

- ✓ Definition of Cash and Investments
- ✓ Requirements for Cash on Hand
- ✓ Requirements for Cash on Deposit
- ✓ Requirements for Investments

Definitions and Requirements

Cash on Hand



Cash on Deposit



Investments



Cash and Investments

Section 3.01

BW Report
ZFI_ZFMGL_C03_QCASH_INVST_CLPK

Due
July 31st





TOPIC 3:

Revenue and Receivables

- ✓ Taxes Receivable
- ✓ Receivables for Services
- ✓ Refunds Receivables

Taxes Receivable

Section 3.02

Due
August 31



Miscellaneous Receivable

Section 3.04

BW Report
YYZFI_ZGLP_001_Q034_RECV

Due
August 15



Refunds Receivable

Section 3.05

BW Report
YYZFI_ZGLP_O01_Q024_RECV

Due
August 31





TOPIC 4:

Grants

- ✓ Accounting and Reporting Guidance
- ✓ Grants
- ✓ Contributions
- ✓ Grants Disallowances

Accounting and Reporting Guidance

- ⌘ Level for evaluation.
- ⌘ Recognition of a Receivable.
- ⌘ Recognition of a Deferred Revenue.
- ⌘ Reporting of Disallowances.

Grants

Section 3.03

BW Report
ZFI_ZGM_001_Q020

Due
September 20



Contributions

Section 3.03

BW Report
YYZFI_ZGLP_O01_Q014_RECV

Due
September 20



Grants Disallowances

Section 3.14

Due
July 31st





TOPIC 5:

Capital Assets

- ✓ Questionnaire
- ✓ Reporting Errors
- ✓ Submitting Non-Live Agency Form
- ✓ Leases

Questionnaire

Section 3.08

BW Report
ZFI_ZFI_AAC23_ASSET_SHEET_GEN

Due
September 28



Reporting Errors



BW Report
ZFI_ZFI_AAC23_ASSET_SHEET_GEN

Non-Live Agency Form

Not to be used by Live Agencies.



Operating Leases

Section 3.09

BW Report
YYZPU_O30_OP_LEASE_YE_RPTG

Due
August 31



QUESTIONS

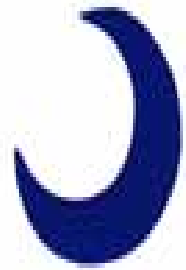


*Any questions on the
information covered to
this point.*



Enjoy your lunch!

We will begin again at
1 PM.



TOPIC 6:

Other Assets

- ✓ Inventory
- ✓ Prepaid Items
- ✓ Loans Receivable

Inventory

Section 3.06

BW Report
Yearend Rptg - Inventory
ZFI_ZFMGL_C03_QINVENTORY_CLPK

Due
August 15



Prepaid Items

Section 3.07

Due
August 31st



Loans Receivable

Section 3.10

Due
July 31st





TOPIC 7:

Accounts Payable

- ✓ Identifying Payables
- ✓ Accounts Payable and Other Accruals
- ✓ Interfund Payables/Receivables

Identifying Payables

- ◆ Maintain a shared spreadsheet to document the invoices identified.
- ◆ Physically segregate the paper invoices.
- ◆ Use the drop down text "Prior Year Payable" to identify system transactions. Any modifications to the Header text must appear AFTER this phrase.
- ◆ Perform a discussion with Purchasing Officers to determine invoices not received as of year-end.
- ◆ Perform a discussion with Management to determine activity authorized for which payment was not made.
- ◆ Discuss with processors and managers for partial payments prior to year end for which final payment is after year-end.
- ◆ Contact vendors from whom invoices have not been received.
- ◆ Examine recurring monthly charges to determine if twelve months of activity has been identified.
- ◆ Use historical data for estimates of homogeneous groups of transactions for which payment is not expected prior to the submission of the reporting package.
- ◆ Use other methods designed by management based on the specifics of the operations and management of the agency.

Vendor Payables and Other Accruals

Section 3.12

BW Report
Yearend Rptg - Prior Year Payables
YYZFI_ZGLPO01_Q004_PPAY

Due
September 14



Interfund Payables and Receivables

Section 3.18

BW Report
Yearend Rptg - Inter-Agency Prior Year Payables
YYZFI_ZGLPO01_Q014_PPAY

Due
September 10





TOPIC 8:

Payroll Related Liabilities

- ✓ Compensated Absences
- ✓ Other Payroll Related reporting requirements

Compensated Absences

Section 3.17

ACP Report

Prepared Centrally by SCEIS

Distributed by Comptroller General's CAFR Team

Due
July 31st

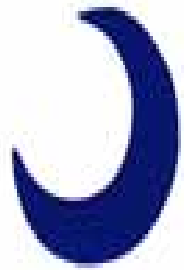


Other Payroll Related Reporting Requirements

Section 3.17

Due
July 31st





TOPIC 9: Litigation

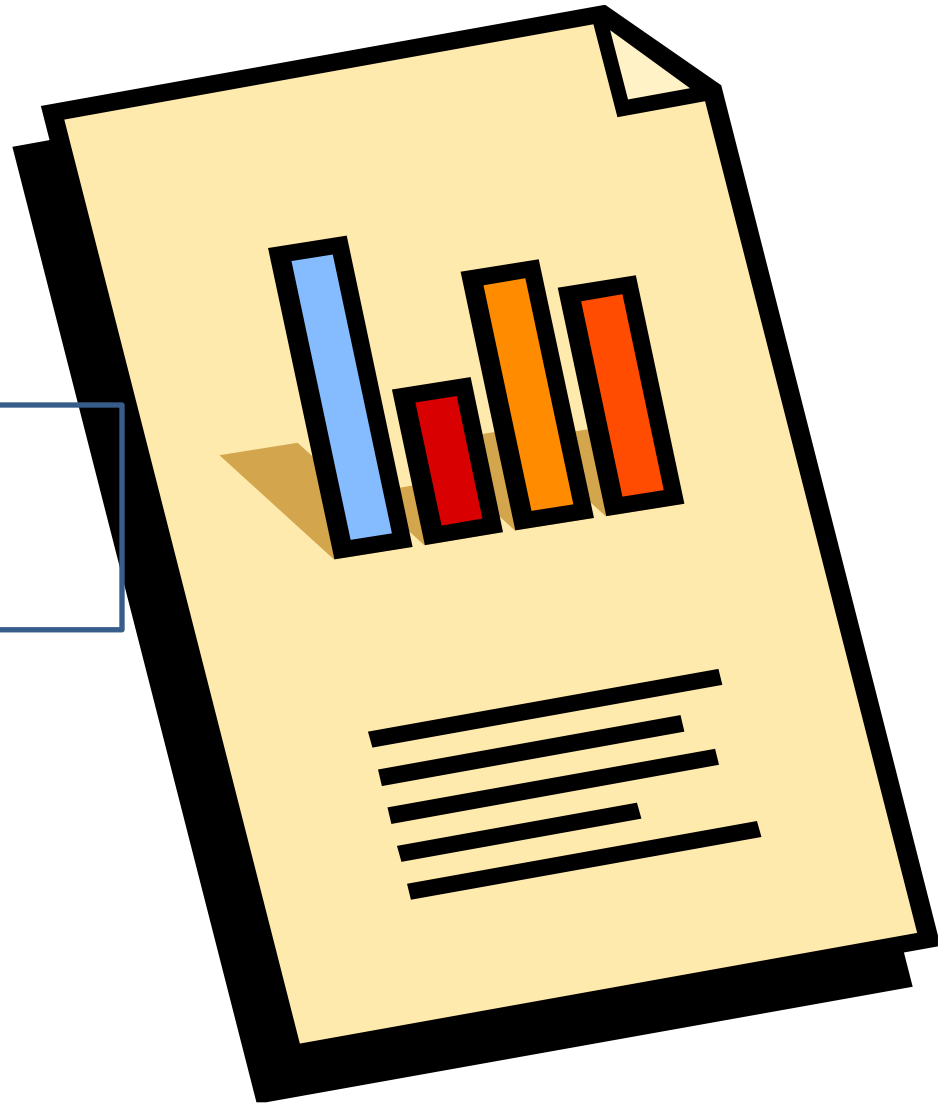
- ✓ Need for complete and up to date information.
- ✓ Relations between the forms within the package.
- ✓ Need to coordinate with the Lead Attorney.

Litigation

Section 3.13

BW Report
Yearend Rptg - Litigation Expense
YYZPU_O30_CAFR_Q_LFEE

Due
July 31st





TOPIC 10:

Other Liabilities

- ✓ Claims Liabilities
- ✓ Miscellaneous Loss Liabilities

Claims Liabilities

Section 3.15

Due
August 15



Miscellaneous Loss Liabilities

Section 3.16

Due
August 15





TOPIC 11:

Fund Balance

- ✓ Submission of New Funds.
- ✓ Reporting of Fund Balance Constraints.

Definitions and Requirements

① Restricted

§ External Sources

§ Within the same Law unique resource.

① Committed

① Assigned

Fund Balance

Section 3.20

Due
August 31st





TOPIC 12:

Subsequent Events

- ✓ Purpose of the checklist
- ✓ Questions of Interest and Clarification

Purpose of the Checklist

- Ω A mechanism to provide guidance to agencies for needed communications after the submission of the reporting packages but before the publication of the CAFR.
- Ω To provide a mechanism for the agencies to provide the communications.
- Ω To gather needed information to assess the activity by agencies between submission of the reporting packages and the publication of the CAFR.

Subsequent Events



Due
November 9

QUESTIONS



If additional questions arise while completing the packages, please call or email them to the CAFR Team.

Please complete the course evaluation to be provided by SCEIS.