

# *GAAP CLOSING PACKAGES FISCAL YEAR 2018*

*May 14 & 15, 2018  
State Controller's Office  
Division of Statewide Accounting  
Bureau of Reporting and Review*

# *Contacts 2018*

Chris Floyd 332-8814  
Loans & Notes Receivable — Accounts and Taxes  
Receivable — Grants Receivable

Christy Anderson 332-8765  
Unearned Revenue — Accounts and Other Payables —  
Independent Audits — Subsequent Events

Ethan Draves 332-8713  
Interfund Payables

Justin Powell 332-8817  
Leases Payable — Leases Receivable — Capital Assets  
Questionnaire – Capital Assets — Capital Assets in  
Progress

Kirsten Pruett 332-8812  
Cash — Investments — Schedule of Expenditures of  
Federal Awards — Findings Follow-up

Roni Harlan 332-8792  
Long-term and Short-term Liabilities

Jennifer Bonilla 332-8790  
Control Checklist — Miscellaneous — Prepaids —  
Inventory — Attestation Letter

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General CAFR Email: [cafr@sco.idaho.gov](mailto:cafr@sco.idaho.gov)

# *CPE*

- Attending
  - Sign in and out and indicate CPE is wanted.
- Adobe Connect
  - Answer 20 pop up questions.
    - Answers do NOT need to be correct.

# ***Big Changes For FY18***

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- New Security Request application
  - New Closing Package application
  - You can view prior year's closing packages from the new closing package application
- 

STATE OF  
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USA

Brandon D Woolf  
Office of the State Controller

## Application Selection Menu

You will only be able to access those applications you have been authorized to use.  
If you do not have authorization to enter an application that you wish to,  
contact your agency security administrator.

Change Question/Answer

Welcome: Thomas

[Declare Disposition of State Surplus Property](#)

[Board of Directors](#)

[Declare State Surplus Property](#)

[Employee Self Service](#)

Medical and Dental Enrollment, FSA, Direct Deposit, Address, Deductions

[Form W-2](#)

Employee Self Service V2

[G.A. Allocation Package](#)

Agency FY12 Accrual Entries for the

State Comprehensive Annual Financial Report

[IBIS](#)

Idaho Business Intelligence System

State of Idaho Pay Withholding

[IBIS](#)

Idaho Payroll System

[Admin-Comp & Benefits Statement](#)

[I-TIME](#)

Idaho Employee Time Entry System

[Online Reporting](#)

Agency Financial and Payroll Reports

[Pay Calculator](#)

Employee Pay Calculator

[Pay Stubs](#)

Employee Pay Stubs

[Statewide Accounting System](#)

Adjustments, Budgetary, Cash Receipts, P-Card, Payment Services, Req-PO, Travel Reimbursement, Vendor Maintenance, Vendor Reimbursement

[Security Access Request](#)

View, Add, Change and Remove Employees access to State Controllers Office systems

To be updated  
with  
Production  
screen

## AUTHORIZATION for SECURITY REQUEST for all SCO APPLICATIONS

This form replaces prior authorizations

For questions regarding security access or this form please contact 208.334.3100 or e-mail [accessrequest@scoidaho.gov](mailto:accessrequest@scoidaho.gov)

Employee Information Personnel and Payroll Security IBIS Security Mainframe Access **Accounting/STARS Security** Keywords

Action:\*

- ☐ No Change - Accounting / STARS Access  
☐ Add/Change Access - Accounting / STARS Access  
☐ Delete **All** Accounting/ STARS Access

Mainframe User ID:\*(  
(Enter Billcode Prefix)

Possible Billcodes are:

For questions with Bill Code, please  
contact your Fiscal Officer

Surplus Property Declaration:

Surplus Property Sign By Authority:

STARS Employee Name:

First Name:

Middle Name:

Last Name:

STARS Operator ID:

(List 3 choices in case ID has been assigned)

Choice 1:

Choice 2:

Choice 3:

Actual:

Online Reporting:

☐

Special Report Requests:

**GAAP Closing Packages:**

- ☐ Originator  
This role allows an individual to create a GAAP closing package form
- ☐ Approver  
This role allows an individual to approve a GAAP closing package form that has been created and submitted for approval
- ☐ IT Manager  
This role allows an individual to sign the GAAP closing package form "Attestation Letter" attesting to the IT related internal controls
- ☐ Director or Head of Agency

# Log on to *www.sco.idaho.gov*

 <p>Brandon D Woolf Office of the State Controller</p>	 <p><a href="#">HOME</a> <a href="#">Logon</a> <a href="#">Help Desks</a> <a href="#">About Us</a> <a href="#">Contact</a> <a href="#">Search</a></p>	
<p><a href="#">Accounting</a> <a href="#">Payroll</a> <a href="#">Computer Services</a> <a href="#">Training</a> <a href="#">Public Information</a> <a href="#">Transparent.Idaho</a> <a href="#">Board of Examiners</a> <a href="#">SSA 218 Agreement</a></p>	<p><b>What's New</b></p> <p><a href="#">First Friday Fraud Facts</a></p>	
<p>Office of the State Controller 700 W. State St. P.O. Box 83720 Boise, ID 83720-0011 Phone: 208 334-3100</p>	<p><b>Controller's Welcome</b></p> <p>Welcome to our web page. It has been developed to create a more efficient and effective working government... <a href="#">Read More</a></p>	<p><b>Applications</b></p> <p><b>Online Logon</b></p>  <p><b>About the Office</b></p> <p><a href="#">Contact Information</a> <a href="#">Duties of the State Controller</a> <a href="#">Employment</a> <a href="#">History</a> <a href="#">Management Team</a> <a href="#">National Boards &amp; Committees</a> <a href="#">State Boards &amp; Committees</a></p>
<p><a href="#">Privacy &amp; Security</a> <a href="#">Accessibility</a> <a href="#">Related Links</a> <a href="#">Access Idaho</a></p>		

## Application Selection Menu

You will only be able to access those applications you have been authorized to use.  
If you do not have authorization to enter an application that you wish to,  
contact your agency security administrator.

Change Password

Log Off

Change Question/Answer

Welcome: Roni

### Employee Self Service

Medical and Dental Enrollment, FSA, Direct Deposit,  
Address, Deductions

### Form W-2

Employee Form W-2

### IBIS

Idaho Business Intelligence System  
State of Idaho Data Warehouse

### IPOPS

Idaho Paperless Online Personnel Payroll System

### I-TIME

Idaho Employee Time Entry System

### Net Pay Calculator

Employee Net Pay Calculator

### Online Reporting

Agency Financial and Payroll Reports

### Pay Stubs

Employee Pay Stubs

### Statewide Accounting System

Adjustments, Budgetary, Cash Receipts, P-Card,  
Payment Services, Req-PO, Travel Reimbursement,  
Vendor Maintenance,  
Vendor Remittance





Simulation

# Statewide Accounting System



Applications

Logoff



If you experience problems  
accessing the application please  
contact your Statewide  
Accounting System Administrator

## Welcome KABA ERD

Edit ipopspob@sco.idaho.gov

[Browser Tips for Updated Applications](#)

- P-Card
- Cash Receipts
- Adjustments
- Payment Services
- Purchasing
- Travel Express
- Budgetary
- Vendor Maint
- Vendor Remit
- Closing Packages

○ Closing Packages

-select- ▼

Simulation

User ID: KABA ERD

Agency: 260

Department of Fish and  
Game



● Form Completion

Originator

● Agency Approval

Approver

If you have Originator and Approver permissions,  
you will see both

Previous Years

Acct System Menu

Applications

Logoff

## Main Menu

### Current Closing Packages

Agency Required Forms

#### New Closing Package

1. Control Checklist
2. Miscellaneous
- + 3. Leases Payable
- + 4. Leases Receivable
5. Long-Term Liabilities and Short-Term Debt
6. Prepaid Expenses
- + 7. Capital Asset Questionnaire
- + 8. Cash
9. Inventory
10. Investments
11. Loans and Notes Receivable
- + 12. Capital Assets
13. Capital Assets In Progress
14. Interfund Payables
- + 15. Unearned Revenue
16. Accounts Payable
17. Accounts Receivable
18. Grants Receivable
19. Schedule of Expenditures of Federal Awards
21. Attestation Letter
22. Subsequent Events

# Originator Closing Package View

- You can only submit (1) each:
  - Control Checklist
  - Miscellaneous
  - Attestation Letter
  - Subsequent Events

#### Current Closing Packages

Status:  ▼

	Form	Status
1	<a href="#">Control Checklist</a>	Draft
2	<a href="#">Miscellaneous</a>	Draft
3a	<a href="#">Capital Leases Payable</a>	Draft
3b	<a href="#">Operating Leases Payable</a>	Draft
4a	<a href="#">Operating Leases Receivable</a>	Draft
4b	<a href="#">Direct Financing Leases Receivable</a>	Draft
5	<a href="#">Long-Term Liabilities and Short-Term Debt</a>	Draft

# Approver Closing Package View

## Main Menu

## Current Forms List

Agency Required Forms

## Instructions

3. Leases Payable

4. Leases Receivable

8. Cash

12. Capital Assets

15. Unearned Revenue

## Current Closing Packages

Status:

		Form	Status	Fund
<a href="#">View</a>	1	Control Checklist	Awaiting SCO Release	0200
<a href="#">View</a>	3a	Capital Leases Payable	Draft	
<a href="#">Approve</a>	5	Long-Term Liabilities and Short-Term Debt	Awaiting Agency Approval	0200
<a href="#">View</a>	15a	Unearned Revenue Form	Draft	0001

## Fund Information

Fund Number:

1111

Name of Fund:

1111

Current Year Total:

\$1,111.00

Total Accounts Payable and Other Payables Reported in Prior Year Closing

\$1,111.00

Package:

(If prior year amount differs from current year by 10%, and the change equals or exceeds \$100,000, please briefly explain the reason for the variance in the Comments feature below.)

Variance:

No

Difference in %:

0.00

Difference in amount:

\$0.00

		<input type="button" value="Show Next Row"/>	<input type="button" value="Remove Last Row"/>
Expenditure Subobject	Is Amount Encumbered? <input type="checkbox"/> *	Is Amount for Contract Retentions? <input type="checkbox"/> *	Amount Due at 06/30/2018
1111	<input type="checkbox"/> *	<input type="checkbox"/> *	\$1,111.00
	Totals		\$1,111.00

\*For Governmental Funds **Only**

# *Same great features...*

Originator options – DRAFT status

Save Draft

Send Form to Agency Approval

Delete

View Attachments

Comments

View Audit Trail

View PDF

Originator options – Awaiting Agency Approval

Save Draft

Approve

Delete

View Attachments

Comments

View Audit Trail

View PDF

Approver options – Awaiting Agency Approval

Send to SCO

Undo Approval

View Attachments

Comments

View Audit Trail

View PDF

## *NEW LOOK!*

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# *Same great features...*



Audit Trail			
Status	User	User Email	Date
Draft	PAUL SOMMERFELD	<a href="mailto:psommerfeld@idfg.idaho.gov">psommerfeld@idfg.idaho.gov</a>	04/10/2018
Awaiting Agency Approval	PAUL SOMMERFELD	<a href="mailto:psommerfeld@idfg.idaho.gov">psommerfeld@idfg.idaho.gov</a>	04/10/2018
Awaiting SCO Release	GRETCHEN WILSON	<a href="mailto:ipopspob@sco.idaho.gov">ipopspob@sco.idaho.gov</a>	04/18/2018

- Agencies will no longer be required to enter Originators and Approver Information.

## *Audit Trail*

# *Same great features...*

Send to SCO Undo Approval **View Attachments** Comments View Audit Trail **View PDF**

## Attachments

Browse... **Attach**

Attachment Name	DateCreated			
Test Attachment.jpg	03/30/2018	<a href="#">Download</a>	<a href="#">View</a>	<a href="#">Delete</a>

- Originators and Approvers can attach or delete attachments once a draft closing package is saved.
- Only the view option will be available after it is submitted to SCO.

## *Attachments*

# *Same great features...*

Send to SCO   Undo Approval   View Attachments   **Comments**   View Audit Trail   View PDF

Comments				
	Subject	Form Status	Last User	
Select	Testing	Draft	KABA ERD	03
Select	S/O	Awaiting Agency Approval	KABA ERD	04

Subject Line:

Comments:

New

Save

Close

- Originators and Approvers can add or edit comments once a draft closing package is saved.
- Agencies can only view the comments after it is submitted to SCO.

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## *Comments*



# General Instructions

**Simulation**

User ID: KABA ERD  
Agency: 260      Department of Fish and Game

STATE OF  
**IDAHO**  
U S A

● Form Completion      ● Agency Approval

Previous Years

Acct System Menu      Applications      Logoff




Due Dates & Contacts \* FAQ \* Agencies \* Funds

GAAP Closing Package Schedule for FY 2018						
	Closing Package	SCO Contact	Phone	Due Date	Day	FY2017 Due Date
1	Control Checklist	Jennifer Bonilla	332-8790	June 4	M	June 1
2	Miscellaneous	Jennifer Bonilla	332-8790	July 16	M	July 5
3	Leases Payable	Justin Powell	332-8817	July 9	M	July 10
4	Leases Receivable	Justin Powell	332-8817	July 9	M	July 10
5	Long/Short-term Liabilities	Roni Harlan	332-8792	July 10	T	July 11
6	Prepays	Jennifer Bonilla	332-8790	July 10	T	July 11
7	Capital Asset Questionnaire	Justin Powell	332-8817	July 23	M	July 24
8	Cash	Kirsten Pruett	332-8812	July 19	Th	July 12
9	Inventory	Jennifer Bonilla	332-8790	July 19	Th	July 12
10	Investments	Kirsten Pruett	332-8812	July 12	Th	July 13
11	Loans/Notes Receivable	Chris Floyd	332-8814	July 12	Th	July 13
12	Capital Assets	Justin Powell	332-8817	July 26	Th	July 27
13	Capital Assets in Progress	Justin Powell	332-8817	July 26	Th	July 27
14	Interfund Payables	Ethan Draves	332-8713	August 6	M	August 7
15	Unearned Revenue	Christy Anderson	332-8765	August 8	W	August 1
16	Accounts and Other Payables	Christy Anderson	332-8765	September 12	W	August 14
17	Accounts and Taxes Receivable	Chris Floyd	332-8814	August 13	M	August 14
18	Grants Receivable	Chris Floyd	332-8814	September 12	W	August 14
19	Sch of Exp of Federal Awards	Kirsten Pruett	332-8812	August 8	W	August 9
20	Independent Audits	Christy Anderson	332-8765	September 28	F	September 29
21	Attestation Letter	Jennifer Bonilla	332-8790	September 17	M	August 17
22	Subsequent Events	Christy Anderson	332-8765	October 18	Th	October 19

***FY18 Due Dates***

# Prior Year Closing Packages



● Form Completion

● Agency Approval

Previous Years

Acct System Menu

Applications

[Closing Packages 2017](#)

[Closing Packages 2016](#)

[Closing Packages 2015](#)

[Closing Packages 2014](#)

[Closing Packages 2013](#)

[Closing Packages 2012](#)

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[Closing Packages 2010](#)

[Closing Packages 2009](#)

[Closing Packages 2008](#)

[Closing Packages 2007](#)

[Closing Packages 2006](#)

## Current Closing Packages

All agencies

[Previous](#)

Agency Code	Form	Current Status	Fund Number
▼ 140			
01	<a href="#">Control Checklist</a>	Logged	
02	<a href="#">Miscellaneous</a>	Logged	
06	<a href="#">Prepaid Expenses</a>	Processed	0001
06	<a href="#">Prepaid Expenses</a>	Processed	0480
07a	<a href="#">Capital Assets</a>	Processed	
14	<a href="#">Interfund Payables</a>	Processed	0001
15a	<a href="#">Unearned Revenue</a>	Processed	0480
16	<a href="#">Accounts Payable</a>	Processed	0480

State Of Idaho  
Office Of The State Controller  
2018 GAAP Closing Procedures Manual

6 Prepaid Expenses

Due Date: 07/10/2018

**Agency Code:** 260 **Name of Agency:** Department of Fish and Game

**Current Status:** Awaiting SCO Release

**FY:** 2018

**FY End Date:** 06/30/2018

Instructions

State Of Idaho  
Office Of The State Controller  
2018 GAAP Closing Procedures Manual

6 Prepaid Expenses

Due Date: 07/10/2018

Agency Code: 260 Name of Agency: Department of Fish and Game

Current Status: Draft

FY: 2018

FY End Date: 06/30/2018

Fund Information

Fund Number:

0123

Name of Fund:

test

Current Year Total:

\$33,000.00

Total amount of Prepaid Expenses reported in prior year's closing package:

(If prior year amount differs from current year by 10%, and the change equals or exceeds \$100,000, please briefly explain the reason for the variance in the comment section.)

Recalculate Variance

Variance:

Yes

Difference in %:

230.00

Difference in amount:

\$23,000.00

			Show Next Row	Remove Last Row
Services Description	Expenditure Sub Object	Period of Services	Total Amount Paid	Remaining Prepaid Balance at June 30
test1	3690	2017-218	\$15,000.00	\$10,000.00

Save Draft

Send Form to Agency Approval

Delete

View Attachments

Comments

View Audit Trail

View PDF

2 Miscellaneous

**Agency Code:** 140 **Name of Agency:** State Controller

**Current Status:** Draft

3. At 06/30/2018, did your agency have any unresolved "questioned costs" in the amount of \$50,000 or more associated with grant awards? (GASBS 33.26) ☐ Yes ☒ No

*A questioned cost is an expenditure of a grant award that may not comply with grant regulations and may have to be refunded.*

2 Miscellaneous

**Agency Code:** 140 **Name of Agency:** State Controller

**Current Status:** Draft

3. At 06/30/2018, did your agency have any unresolved "questioned costs" in the amount of \$50,000 or more associated with grant awards? (GASBS 33.26) ☒ Yes ☐ No

*A questioned cost is an expenditure of a grant award that may not comply with grant regulations and may have to be refunded.*

If YES, describe the nature, amount, and fund, below:

Rate the likelihood these questioned costs will be realized:


☐ Probable ☐ Reasonably Possible ☐ Remote

Estimate the amount, or range of amounts, of the questioned costs:

 to

# *Agency Input*

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- We value your input
  - We depend on your timely submission of closing packages
  - We rely on information from you
- 

# *All Closing Packages Submitted On-Time*

SOS {

Agency	Agency Name	2017	2016	2015	2014	2013	2012	2011	2
104	OPE	😊		😊					
131	Uniform Laws Commission	😊	😊	😊		😊	😊	😊	
133	Idaho Code Commission	😊	😊	😊		😊	😊	😊	
170	Supt of Public Instr.	😊		😊	😊		😊	😊	
185	Liquor	😊	😊			😊			
190	Military Division	😊			😊		😊		
220	Dept of Commerce	😊	😊	😊	😊	😊	😊	😊	
232	Pardons and Parole	😊			😊			😊	
260	Dept of Fish & Game	😊	😊	😊	😊	😊	😊	😊	
270	Dept of Health & Welfare	😊	😊	😊	😊	😊		😊	
280	Dept of Ins	😊	😊	😊			😊	😊	
285	Dept of Juvenile Corr	😊	😊	😊	😊	😊	😊	😊	
320	Dept of Lands	😊							
330	Id State Police	😊				😊			
422	Bd of Acctcy	😊	😊	😊	😊	😊	😊	😊	
427	Bureau of Occup Lic	😊	😊	😊	😊	😊	😊		



# *REVIEW QUESTIONS*

# *Review Question #01*

Every agency must submit:

- a) Every closing package
- b) Only closing packages that the agency meets the threshold
- c) Closing packages that meet the threshold along with closing packages #1 Control Checklist, #2 Miscellaneous, #21 Attestation Letter, & #22 Subsequent Events

## *Review Question #02*

Big changes were made to the closing package process for this year. All of the following statements are true, *except* for:

- a) In order for your agency's fiscal staff to gain access to the new closing package application, you must submit a security request form for all originators, approvers, IT Managers, and Agency Heads. \*For dual agency responsibilities, you must submit a form for each person/each agency.
- b) I do not have to submit a new/add-change security request form if I had access to my agency's closing packages in the past.
- c) You will access the new closing package application through the SCO website, and will select the GAAP Closing Packages link.
- d) Approvers can not edit/change closing packages.
- e) B & C
- f) A & D

## *Review Question #03*


The prior year's reported amounts will auto populate.

True

False

# *01 – Control Checklist*

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- Please answer every question
  - Matrix for fund-specific closing packages
  - Contact the SCO to discuss changes
  - Due: June 4
- 

# 01 – Control Checklist

12	Based upon the answers you submit for the Capital Asset Questionnaire (Closing Package #7), you may or may not be required to submit the #12 Capital Asset Closing Package by <b>July 26</b> .	
13	Based upon the answers you submit for the Capital Asset Questionnaire (Closing Package #7), you may or may not be required to submit the #13 Capital Assets in Progress Closing Package by <b>July 26</b> .	
14	At June 30, will <b>any funds</b> have interfund payables to other funds, for <b>individual transactions of plus or minus \$ 5,000 or more</b> ?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<p>If YES: Submit the completed #14 Interfund Payables Closing Package (provided by the SCO) by <b>August 6</b>.</p> <p>Please provide the <u>name and e-mail address</u> of the person responsible for completing this closing package in the following Comments box:</p> <div style="border: 2px solid blue; padding: 10px; margin-top: 10px;"><div style="border: 2px solid red; height: 20px; width: 100%;"></div></div>		

## ***02 – Miscellaneous***

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- Objectives:
  - To gather information that does not warrant a separate closing package.
  - To compile disclosures for the Notes to the financial statements
- One new Question! Split-Interest Agreements

## 02 – Miscellaneous

- Question 29,

29. Does your agency have any irrevocable split-interest agreements? (Please refer to definitions below)

☒ Yes ☐ No

- *Split-interest agreement* – An agreement in which the donor enters into a trust or other legally enforceable agreement (with characteristics that are equivalent to a split-interest agreement) under which the donor transfers resources to an intermediary to administer for the benefit of at least two beneficiaries, one of which could be a government. (GASBS 81)
- *Intermediary* – The trustee, fiscal agent, government, or any other legal or natural person that is holding and administering donated resources pursuant to a split-interest agreement. An intermediary is not required to be a third party. (GASBS 81)

If yes, please specify the agreement type:

☐ **Remainder Interest** (Government/Agency as the intermediary) – A type of beneficial interest that confers the right to receive all or a portion of the resources remaining at the end of a split-interest agreement's term.

☐ **Lead Interest** (Government/Agency as the intermediary) – A type of beneficial interest that confers the right to receive all or a portion of the benefits of resources during the term of a split-interest agreement.

☐ **Life Interest** A term specifying that the termination of a split-interest agreement is contingent upon the occurrence of a specified event, commonly the death of either the donor or other lead interest beneficiary.

☐ **Beneficial Interest** (Third party as the intermediary) – The right to portion of the benefits from donated resources pursuant to a split-interest agreement in which the donor enters into a trust or other legally enforceable agreement with characteristics that are equivalent to a split interest agreement and transfers the resources to an intermediary.

Please provide contact info and SCO will contact you for additional information.



## ***02 – Miscellaneous***

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- Due Monday, July 16



## ***06 - Prepaid Expenses - Prorating Example 1***

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Multi-year contract (2 years)


Total cost: \$ 810,000

Contract start date: 1 July 2017

Contract end date: 30 June 2019

Prepaid to report in 2018:  
\$405,000

Contract begins/ends at  
start/end of fiscal year



## ***06 - Prepaid Expenses - Prorating Example 2***

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Multi-year contract (27-months)

Contract start date: 1 August 2017

Contract end date: 31 October 2019

Total contract cost: \$810,000

Expensed to date (1 Aug 17 – 30 Jun 18):

\$30K per month ( $\$810\text{K}/27$ ) x 11 months (\$330,000)

Remaining 1 Jul 2018 – 31 Oct 2019:

Prepaid to Report: \$480,000

## ***06 - Prepaid Expenses***

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- \$50,000 threshold per sub-object per fund
- Threshold based on remaining balance
- Remember to look at prior-year transactions
  - Rent
  - Insurance
  - Telephone
  - Maintenance agreements
- Due Tuesday, July 10

## ***09 - Inventory***

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Inventory held as of June 30

- Applies to all funds
- **Supplies/goods** purchased & not used by June 30
  - Merchandise held for sale
  - Manufacturing supplies & inventory
  - Harvested crops & livestock
  - Materials & supplies for agency use
- \$200,000 threshold per fund
- Due Thursday, July 19

## ***21 – Attestation Letter***

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- All agencies are required to submit
  - Due Monday, September 17
- Required signatures:
  - IT manager (or appropriate management representative),
  - Primary fiscal staff member, and
  - Agency head

<p><b>STATE OF IDAHO</b> USA</p> <p>Brandon D Woolf Office of the State Controller</p>	<div></div> <div>HOME Logon Help Desks About Us Contact Search</div>	
<p>Accounting</p> <p>Payroll</p> <p>Computer Services</p> <p>Training</p> <p>Public Information</p> <p>Board of Examiners</p> <p>Office of the State Controller 700 W. State St. P.O. Box 83720 Boise, ID 83720-0011 Phone: 208 334-3100</p>	<p>Home &gt;</p> <div><a href="#">Internal Controls</a> Control Checklists and Resources</div>	
<p>Privacy &amp; Security Accessibility Related Links Access Idaho Page last updated on 04/27/2018 11:20:56 AM</p>		

[www.sco.idaho.gov](http://www.sco.idaho.gov) → 'Accounting' → 'Internal Controls'

## Internal Control Resources

The following tools have been provided on this site for your convenience when conducting internal control evaluations within your organizations. Usage of these specific checklists is not mandatory. We encourage all agencies to perform ongoing and periodic evaluations throughout the year.

File Type	Title	Pub. Date	Size
▼ Internal Controls			
▼ Financial Management Controls Checklists			
PDF	<a href="#">Accounting System (NASACT)</a>	05/17/2013	315k
PDF	<a href="#">Budgets &amp; Planning (NASACT)</a>	05/17/2013	354k
PDF	<a href="#">Buy America Act (NASACT)</a>	05/17/2013	234k
PDF	<a href="#">Capital Assets (NASACT)</a>	05/17/2013	307k
PDF	<a href="#">Cash (NASACT)</a>	05/17/2013	542k
PDF	<a href="#">Civil Rights (NASACT)</a>	05/17/2013	193k
PDF	<a href="#">Control Environment (NASACT)</a>	05/17/2013	297k
PDF	<a href="#">Davis-Bacon Act (NASACT)</a>	05/17/2013	90k
PDF	<a href="#">Drug-Free Workplace (NASACT)</a>	05/17/2013	254k
PDF	<a href="#">Financial Reporting (NASACT)</a>	05/17/2013	447k
PDF	<a href="#">Grant Administration (NASACT)</a>	05/17/2013	1015k
PDF	<a href="#">Investments (NASACT)</a>	05/17/2013	282k
PDF	<a href="#">Payables (NASACT)</a>	05/17/2013	341k
PDF	<a href="#">Personnel &amp; Payroll (NASACT)</a>	05/17/2013	465k
PDF	<a href="#">Receivables (NASACT)</a>	05/17/2013	367k
PDF	<a href="#">Risk Assessment (NASACT)</a>	05/17/2013	253k
▼ Other Internal Control Evaluation Resources			
PDF	<a href="#">AGA Toolkits</a>	05/17/2013	1k
▼ Systems Management Controls Checklists			
PDF	<a href="#">Information Systems &amp; Technology (NASACT)</a>	05/17/2013	679k
PDF	<a href="#">System Interfaces w/ STARS (NASACT)</a>	05/17/2013	231k

For Questions Please Contact [cafr@sco.idaho.gov](mailto:cafr@sco.idaho.gov)



# 21 – Attestation Letter

## STATEMENT OF COMPLIANCE/ATTESTATION

1. The following were evaluated and completed by June 30, 2018, as mandated by the State Controller (authorized by *Idaho Code* , Section 67-1001 ):

• Financial management internal controls

☐ Yes ☐ No

• Financial accounting systems internal controls

☐ Yes ☐ No

A summary of the evaluation process and the results shall be made available for review by auditors from the Legislative Services Office.

Please describe in the Comments box below the method or checklist used for the evaluation and where a copy can be obtained.

Comments

Method or Checklist

# ***21 – Attestation Letter***


How to submit:

- Send original hardcopy to SCO Reporting and Review (keep a **copy**), OR
  - Scan and attach to the closing package (keep the **original**), OR
  - Three required staff members sign **electronically**
-

## ***Electronic Signature Sequence***

---

Have each staff person electronically sign the document in the following order:

- IT Manager (then they click 'Save Draft')
  - Primary Fiscal Staff Member (then they click 'Send Form to Approver')
  - Agency Head (then they click 'Send Form to Approver')
- 

# *REVIEW QUESTIONS*

## *Review Question #04*

Separate closing packages are required for each fund number.

True

False

## *Review Question #05*

The Attestation Letter may be submitted by:

- a) Sending a hardcopy to Reporting & Review
- b) Submitting a closing package with the letter attached
- c) Submitting a closing package with electronic signatures
- d) Any of the above

## *Review Question #06*

The Closing Package #02 - Miscellaneous is used to determine which closing packages the agency will submit.

True

False

## *Review Question #07*

Prepaid amounts should be prorated:

- a) Never
- b) By year
- c) By month
- d) By day
- e) B, C, or D; whichever is most correct



# *Leases – Looking Ahead*

---

[GASB Home](#) >> [STANDARDS & GUIDANCE](#) >> [Pronouncements](#)

## STATUS OF STATEMENT NO. 87

### SUMMARIES / STATUS

STATUS OF STATEMENT NO. 87

*LEASES*

#### Status

Issued: June 2017

Effective date:

For reporting periods beginning after December 15, 2019

## 03a - Capital Leases Payable

- \$5,000 threshold per lease

**\*Due Monday, July 9\***

For all leases NOT reported in the prior year's closing package, please attach a copy of the lease agreement and amortization (payment) schedule along with the New Capital Lease Questionnaire. If the amortization schedule has changed, please attach a new schedule with the reason for the change using the Comments feature below.

	Lease 1	Lease 2	Lease 3
(1) Name of lessor			
(2) Description of the leased asset			

### COMPLETING THE 3a CAPITAL LEASES PAYABLE CLOSING PACKAGE

If your agency has multiple assets under a single capital lease contract, disclose the lease if the lesser of the present value of the leased property is \$5,000 or more.

Please attach a copy of the lease agreement and amortization (payment) schedule for all leases not reported. If any changes have been made to the schedule, please include the reason for the change in the Comments section.

Also fill out and attach the [New Capital Lease Questionnaire](#) for new capital leases being reported.

Save Draft

Send Form to Agency Approval

Delete

View Attachments

Comments

View Audit Trail

View PDF

## ***03b - Operating Leases Payable***

---

- \$50,000 threshold per lease
- ONLY REPORT WHAT IS UNDER CONTRACT
- Do NOT Project out Further!!

**\*Due Monday, July 9\***



# *REVIEW QUESTIONS*

## *Review Question #08*

A capital lease must meet which of these criteria?

- a) Lease term
- b) Bargain purchase option
- c) Transfer of ownership
- d) One of the above
- e) All of the above

# *Capital Assets*



# *Intra-Entity Sales & Transfers of Capital Assets*

---

- Includes:
  - Transfer or sale between agencies
  - Construction In Progress (CIP) projects completed by (Division of Public Works) DPW
  - Buildings conveyed by Idaho State Building Authority
- See FAS Manual for updated transfer instructions

# *Intra-Entity Sales & Transfers of Capital Assets*

---

- Information needed if one or both are NOT on FAS:
  - Name of the other agency
  - Original cost
  - Original in-service date
- Both agencies on FAS:
  - Original useful life
  - Total depreciation
  - Total book value
  - Must add back to FAS the same way as was previously recorded in FAS



# *Important FAS Transactions Dates*

---

- **May 1 to June 29** – Monitor the FAS Hold File closely
- **June 25** – Recommended last day to request FAS FY18 corrections or changes (i.e., inactivates)
- **June 25** – Transactions released from the Hold File may not process completely past this date
  - However, keep working the FAS Hold File until the close of business on June 29
- **June 29** – All FY17 FAS Hold File transactions should be processed by this date

## ***07 – Capital Assets Questionnaire***

---

Attach or Include additional information needed:


- Transfers
- DPW Project Completion Statement
  - Now being sent out quarterly
  - Final Statement sent with all year activity

**\*Due Monday, July 23\***



## ***Intangible Assets***


---

- Continue to use the spreadsheet link in Closing Package #12a – Capital Asset Summary Form instructions.
  - Attach to the closing package to submit.
- 

## ***12 – Capital Assets***

- Closing Package #12a – Capital Asset Summary Form & #12b – Depreciation and Amortization
  - Beginning Balance = PY Ending Balance
  - Adj to BB: what should have happened in the PY, but didn't
- Closing Package #12d – Disposals
  - Combine assets in category and asset class
  - Do NOT have to do line for individual asset

**\*Due Thursday, July 26\***



---

Agency Code: 140 Name of Agency: State Controller

Current Status: Temporary

FY: 2018

FY End Date: 06/30/2018

**Do not complete this closing package until after year-end close in mid-July.**

Complete this closing package if:

1. Costs incurred for CIP are \$50,000 or more for your agency as a whole. Each individual CIP project included should be valued at \$5,000 or more and the estimated useful life will be greater than one year.
2. Your agency reported non-DPW construction with an ending balance in FY17.
3. Your agency anticipates the total cost of developing an intangible asset will meet or exceed the \$200,000 threshold for capitalization and the estimated useful life will be greater than one year. Do not include intangible assets that are created primarily for the purpose of directly obtaining income or profit (please see Investments closing package).

This closing package includes tangible asset construction in progress (CIP) projects ( **NOT handled by Department of Administration - Public Works** ) and intangible assets in development projects that your agency expects will result in reportable capital assets when the projects are complete.

## Instructions

## Fund Information

Fund Number:

Name of Fund:

## Budget Information

Budget Number:

Name of Budget:

		Fiscal year <b>2018</b> Construction/Development expenses incurred - Please split expenses according to the Expenditure Subobjects used to pay them.					
Beginning Balance Capital Assets in Progress	Adjustment to Beginning Balance (Prior Year)	Capital Outlay (Exp Subobject Series 6000)	Operating Expenses (Exp Subobject Series 5000)	Personnel Costs (Exp Subobject Series 4000) for Internally	Project Completed in Fiscal Year <b>2018</b> and Reclassified as a Capital Asset	Ending Balance Capital Assets in Progress	Projected Remaining Costs to Complete Project

**\*Due Thursday, July 26\***

Save Draft

Send Form to Agency Approval

Delete

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Comments

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# *REVIEW QUESTIONS*

## *Review Question #09*

Closing package 07a – Capital Assets Questionnaire should be submitted:

- a) After DAFR0168 is reviewed and reconciled
- b) As soon as possible
- c) With other capital assets closing packages
- d) Both a & c

## *Review Question #10*

If you use a prior year Transaction Code to add an asset after the FYE closes in July or August, you do not need to report the asset on a Closing Package #12a – Capital Asset Summary Form.

- a) True
- b) False



## *Review Question #11*

How should you record assets transferred-in?

- a) At book value on the transaction date.
- b) At FMV
- c) When you feel that the asset is “in use”
- d) The same as how the asset was transferred-out

## 08a- Cash



- If the "J" batch has been created by the agency by the last day of the fiscal year (Friday June 29, 2018) and released by the STO, the cash will be recorded in STARS. You do NOT need to report the cash on closing package 8a.
  - If the "J" batch has been created by the agency by the last day of the fiscal year (Friday June 29, 2018) but has not been released by the STO by the end of the day, the deposit will still be recorded in STARS as of June 30 (during year-end processing) once it has been released by the STO since it was created by June 30. You do NOT need to report the cash on closing package 8a.
  - If the "J" batch has not been created by the agency on the last day of the fiscal year (Friday June 29, 2018), but your agency has the cash on hand, has deposited it into a sweep account, or has sent it to the STO physical location, you will need to report the cash on closing package 8a if the amount is \$50,000 or more per fund.
- \$50,000 threshold per fund
  - Due Thursday, July 19th

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6. Prepaid Expenses
7. Capital Asset Questionnaire
8. Cash
  - 8a. Cash GL 1003
  - 8b. Deposits in Outside Bank Accounts GL 1002
9. Inventory
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13. Capital Assets In Progress
14. Interfund Payables
15. Unearned Revenue
16. Accounts Payable
17. Accounts Receivable
18. Grants Receivable

## State Of Idaho Office Of The State Controller 2018 GAAP Closing Procedures Manual

8 Cash

Due Date: 07/19/2018

Agency Code: 140  
Name of Agency: State Controller

FY: 2018  
FY End Date: 06/30/2018

**Complete Form 8a - Cash, if cash on hand at June 30 is \$50,000 or more per fund.**

**Complete Form 8b - Deposits in Outside Bank Accounts, if cash in outside bank accounts at June 30 is \$50,000 or more per fund.**

### PURPOSE

The purpose of this closing package is to gather information regarding undeposited cash, cash in outside bank accounts, and any petty cash not originating from the rotary fund. This information will be used to prepare the State's Comprehensive Annual Financial Report (CAFR).

### ACCOUNTING PRINCIPLES AND POLICIES

The State prepares financial statements in accordance with Generally Accepted Accounting Principles (GAAP). GAAP requires the State's balance sheet to show the amount of cash under the State's control at midnight on June 30. Governmental Accounting Standards Board (GASB) Statements No. 3 and 40 provide guidance for disclosures by governmental entities about deposits with financial institutions.

The State Treasurer's Office (Treasurer) will provide data to the Office of the State Controller (SCO) regarding balances accounted for by the Treasurer's Office. **Agencies will provide data regarding outside bank accounts at June 30, and cash on hand that has not been posted to STARS by the last day of the fiscal year.**

### GAAP INDICATORS

#### GAAP indicators applicable to the Cash Closing Package:

- A - Receipt of Account Receivable Payment (whether or not the receivable is in STARS)
- B - Receipt of an Interfund Due From Payment

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**Note: Cash does not include investments. Include all investments on Closing Package #10 - Investments.**

# 8a – Cash

State Of Idaho  
Office Of The State Controller  
2018 GAAP Closing Procedures Manual

8A Cash GL 1003

Due Date: 07/19/2018

Agency Code: 140 Name of Agency: State Controller

Current Status: Draft

FY: 2018

FY End Date: 06/30/2018

## Fund Information

Fund Number: 0001 Name of Fund: General Fund

Current Year Total: \$600,000.00  
Total Amount Reported in Prior Year: \$10,000.00  
(If prior year amount differs from current year by 10%, and the change equals or exceeds \$100,000, please briefly explain the reason for the variance in the Comments Box.)

Recalculate Variance

Variance:

Yes

Difference in %:

5900.00

Difference in amount:

\$590,000.00

		Show Next Row		Remove Last Row	
Date of Receipt	STARS Transaction Code	Revenue Sub Object	Amount	Amount of Restricted Cash at June 30	
06/28/2018	101	5678	\$500,000.00	\$500,000.00	
06/29/2018	100	5679	\$100,000.00	\$0.00	
TOTAL:			\$600,000.00		

(For help with attaching documentation, please refer to the [Submission Instructions](#))

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Send Form to Agency Approval

Delete

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Comments

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# Comments Feature

**State Of Idaho  
Office Of The State Controller  
2018 GAAP Closing Procedures Manual**

---

8A Cash GL 1003Due Date: 07/19/2018

---

**Agency Code:**  
140

**Name of Agency:** State Controller

**Current Status:** Draft

**FY:** 2018

**FY End Date:**  
06/30/2018

---

Current Year Total:   
Total Amount Reported in Prior Year:   
(If prior year amount differs from current year by 10%, and the change equals or exceeds \$100,000, please briefly explain the reason for the variance in the Comments Box.)

**Variance:**

**Difference in %:**

**Difference in amount:**

Date of Receipt	STARS Transaction Code	Revenue Sub Object	Amount	Amount of Restricted Cash at June 30
06/28/2018	101	5678	\$500,000.00	\$500,000.00
06/29/2018	100	5679	\$100,000.00	\$0.00
<b>TOTAL:</b>			\$600,000.00	

Submission Instructions

**Example: The reason for the variance is because we sold xyz asset & received cash on June 30 that was not deposited until July 1, 20XX.**

## ***08b – Deposits in Outside Bank Accounts***



- Deposits with financial institutions that are not accounted for by the STO
- Certificates of deposit
- Deposits your agency holds in a trustee capacity or as an agent for others
- \$50,000 threshold per fund

State Of Idaho  
Office Of The State Controller  
2018 GAAP Closing Procedures Manual

8B Deposits in Outside Bank Accounts GL 1002

Due Date: 07/19/2018

Agency Code:  
140

Name of Agency: State Controller

Current Status: Draft

FY: 2018

FY End Date:  
06/30/2018

**Fund Information**

Fund Number:

Name of Fund:

Current Year Total:

Total Book Balance Reported in Prior Year:

(If prior year amount differs from current year by 10%, and the change equals or exceeds \$100,000, please briefly explain the reason for the variance in the comments feature below.)

Recalculate Variance

Variance:

Difference in %:

Difference in amount:

	Deposit #1	Deposit #2	Deposit #3	
Name of Financial Institution	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bank Account Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
U.S. Dollar Amount of Bank Account	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Balance Denominated in a Foreign	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Draft

Send Form to Agency Approval

Delete

View Attachments

Comments

View Audit Trail

View PDF

# *10 - Investments*

- \$100,000 threshold **per fund**
- Due Thursday, July 12th





# *10 – Investments*

---

## Most Common Investments

- Marketable securities
  - Money market accounts
  - Bonds
  - Mutual Funds
  - Repurchase agreements
- 
- Please do not include investments made through the STO (IDLE, DBF, LGIP)

# 10 – Investments

State Of Idaho  
Office Of The State Controller  
2018 GAAP Closing Procedures Manual

10 Investments

Due Date: 07/12/2018

Agency Code:  
140

Name of Agency: State Controller

Current Status: Temporary

FY: 2018

FY End Date:  
06/30/2018

Instructions

## Fund Information

Fund Number:

Name of Fund:

	Investment #1	Investment #2	Investment #3	Investment #4
Name of Financial Institution	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Type of Investment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Level of Input	<input type="radio"/> Level 1 <input type="radio"/> Level 2 <input type="radio"/> Level 3	<input type="radio"/> Level 1 <input type="radio"/> Level 2 <input type="radio"/> Level 3	<input type="radio"/> Level 1 <input type="radio"/> Level 2 <input type="radio"/> Level 3	<input type="radio"/> Level 1 <input type="radio"/> Level 2 <input type="radio"/> Level 3
Valuation Technique	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Identifying Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Purchase	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Amount of investment that	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Draft

Approve

Delete

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18. Grants Receivable

# *REVIEW QUESTIONS*

## *Review Question #12*

Certificates of Deposit (CDs) should be reported on Closing Package #10 - Investments.

True

False

## *Review Question #13*

When is cash NOT considered to be restricted?

- a) When it is restricted per Idaho Code
- b) When it is being set aside by management for future use
- c) When it is restricted by a legal settlement
- d) When it is restricted by a Federal grantor

## *Review Question #14*

What is the minimum reporting threshold for the cash closing packages?

- A) \$50,000
- B) \$1
- C) \$100,000
- D) \$50,000 per fund

## *Review Question #15*

Which of the following investments should NOT be reported on closing package 10?

- a) Mutual Funds
- b) Diversified Bond Fund (DBF) Investments
- c) Marketable Securities
- d) Repurchase Agreements

## *Review Question #16*


What is the minimum reporting threshold for the investments closing packages?

- A) \$50,000
- B) \$1
- C) \$100,000 per fund
- D) \$50,000 per fund



## *19 – Schedule of Expenditures of Federal Awards (SEFA)*

---

- Report expenditures of federal funds received & expended by an agency or passed through to a sub-recipient
  - The SCO will be having a separate training to cover the SEFA closing package and certification form on Wednesday, **June 13**.
  - If you expend any federal funds and typically submit this closing package, plan to attend this training. There are several changes this year.
- 

# *CAFR Findings*

---

- The SCO will be preparing the following in conjunction with the agency CAFR agency audits:
  - Summary Schedule of Prior Audit Findings
  - Corrective Action Plan of current year findings
- These include findings from the Legislative Services Office Audit Division (LSO) related to CAFR findings only. These do not include
  - Single Audit findings
  - Management review findings
  - Findings from other oversight agencies (i.e. federal auditors)

# *Findings – Prior Finding Follow-up*

---

- The SCO prepares the follow-up on CAFR findings issued in a prior year that remain open with LSO
- We will be contacting agencies that had findings in the prior fiscal year between November-January to follow-up on these findings.
- You will receive a follow-up form to fill out and return.
- We will then contact you to gather additional information/documentation
- We will likely be asking repeat questions/gathering the same documentation the auditors request.
- We will be also be contacting you regarding Single Audit findings. These will have a slightly different form and will be covered in the SEFA training in June.

# Findings – Prior Finding Follow-up

## CAFR Prior Audit Findings Follow-up

The State Controller's Office (SCO) is responsible for follow-up and corrective action on all findings. The SCO is also required to prepare a summary schedule of prior audit findings, and a corrective action plan for current year findings. If you had an audit finding(s) in the prior fiscal year, please fill out the information below for each of your findings. Please feel free to contact the SCO with any questions you may have. Please note that the information may be similar to what you have already provided to your auditors so you may be able to copy and paste your responses.

### Instructions

1. Please list the current status of the finding as either corrected, partially corrected, or not corrected
2. If you have corrected the finding, please indicate whether the corrective action plan you provided to the SCO and the auditors in the prior fiscal year was implemented. If steps taken did not vary from the corrective action plan submitted in the prior year, you can indicate so for steps taken. Please provide dates of implementation, steps taken to correct the finding (if not already included in your corrective action plan), and any additional information you find pertinent to the finding.
3. If you did not implement the corrective action, but have completed steps to correct the finding (partially corrected), please describe what you have done/are planning to do to correct the finding. Please include the following information: dates of (anticipated) implementation, steps taken to correct the finding, steps planning to take to address the finding, and any additional information you find pertinent to the finding.
4. If you did not implement the corrective action and have not yet addressed the finding (not corrected), please describe what you are planning to do to correct the finding. Please include the following information: anticipated dates of implementation, steps taken to correct the finding, steps planning to take to address the finding, and any additional information you find pertinent to the finding. If steps you plan to take do not vary from the corrective action plan submitted in the prior year, you can indicate so for steps planned.

			1	2	3	4
Finding number	Finding description	Corrective action provided to LSO in the prior year	Status	If corrected, was the corrective action plan implemented?	If partially corrected, please describe	If not corrected, please describe
2017-101	Statutorily required distributions of excess funds are not supported by adequate documentation, and controls are not in place to ensure the accuracy of the amount distributed.	The Idaho State Liquor Division (ISLD) has reviewed the finding your office identified during the FY 2017 audit of the statewide CAFR. We acknowledge the observation that a condition exists in the manner that the ISLD calculates and documents its true-up distribution to Idaho's cities, counties, and General Fund after the conclusion of a fiscal year. Our process for calculating this true-up has been in place since FY 2011 and has		date(s): steps taken:	date(s): steps taken:	anticipated dates: steps planned:

# *Findings – Corrective Action Plan*

---

- LSO will typically send out current year CAFR findings to agencies for response in December-January
- When you send your response (corrective action) to LSO for the findings, we ask that you include the SCO on your email to LSO so we can compile the Corrective Action Plan for the Internal Control Report related to the CAFR
  - [CAFR@SCO.IDAHO.GOV](mailto:CAFR@SCO.IDAHO.GOV)
- Please make sure your corrective action includes the following elements:
  - Corrective action
  - Anticipated corrective action date
  - Contact info for the responsible person

# *REVIEW QUESTIONS*

## *Review Question #17*

You should plan to attend SEFA - Closing Package #19 training on Wednesday June 13<sup>th</sup> if:

- a) Your agency typically submits closing package #19
- b) Your agency receives funds from a federal grantor and expended any federal funds in FY18
- c) Your agency received federal funds from a pass-through entity and expended federal funds in FY18
- d) All of the above

## *Review Question #18*

If you received a finding related to the CAFR in a prior fiscal year or receive a finding in the current fiscal year, the SCO will be contacting you in late fall to gather more information on what has/is being done to correct these findings?

True

False



# ***11 - Loans and Notes Receivable***

---

Report:

- Loans and notes receivable
- Interest receivable
- Allowance for uncollectible receivables

Do not report:

- Accounts Receivable (CP#17)
- Grants Receivable (CP#18)

\$50,000 threshold by fund

Due Thursday, July 12



Agency Code: 140 Name of Agency: State Controller

Current Status: Temporary

FY: 2018

FY End Date: 06/30/2018

## Instructions

## Fund Information

Fund Number:

Name of Fund:

Current Year Total:	<input type="text"/>
<b>*For EACH Fund</b> : Amount of the receivables (principal portion only) due within one year (by 06/30/2018)	<input type="text"/>
Amount of the receivables (principal portion only) due beyond one year (after 7/1/2018) Post-June 30th interest amounts are not needed.	<input type="text"/>
Amount of receivables deemed uncollectible (principal portion only) due beyond one year (after 7/1/2018)	<input type="text"/>
Total Amount of Principal Balance Reported in Prior Year's Closing Package (If prior year amount differs from current year by 10% and the change equals or exceeds \$100,000,	<input type="text"/>

## 11 Loans and Notes Receivable

Agency Code: 140 Name of Agency: State Controller

Current Status: Temporary

FY: 2018

FY End Date: 06/30/2018

Did the agency charge the borrower any origination fees or costs during the fiscal year?

☒ Yes ☐ No

If yes, please provide the amount of the fees.

*Charge Origination Fees?*

Did the agency receive any points in relation to loan origination during the fiscal year?

☒ Yes ☐ No

If yes, please provide the amount received for points.

*Receive Points?*

Did the agency receive any commitment fees to originate a loan during the fiscal year?

☒ Yes ☐ NoIf yes, was the commitment exercised or did the commitment expire unexercised?  
Please provide the amount(s) of the commitment fees received.*Commitment Fees to Originate?*Did the agency pay or receive any fees in the fiscal year related to the purchase of a loan or a group of loans? ☒ Yes ☐ No

If yes, note the total amount.

*Fees Related to Purchase?*


				Show Next Row	Remove Last Row
Original Date of Loan or Note	Description of Loan/Note	Revenue Subobject	Principal Balance At June 30	Interest Receivable Balance At June 30	Allowance For Uncollectible Receivables
		Total			

# ***17 - Accounts Receivable***

---

Amounts non-state entities owe your agency at June 30

Accounts receivable include:

- Charges for goods or services
  - Advances to non-state entities
  - \$50,000 threshold per fund
  - Due Monday, August 13
- 

# 17 – Accounts Receivable

Did the agency report as receivable any resources associated with imposed nonexchange revenue transactions?	<input type="radio"/> Yes <input type="radio"/> No
Do you have any transactions that qualify as a sale of a receivable?	<input type="radio"/> Yes <input type="radio"/> No
Do you have any transactions that pledge the receivables as collateral?	<input type="radio"/> Yes <input type="radio"/> No

Did the agency report as receivable any resources associated with imposed nonexchange revenue transactions?	<input checked="" type="radio"/> Yes <input type="radio"/> No
If YES, did the agency report the resources as receivable prior to the period when the resources are required to be used or when use is first permitted per enabling legislation?	
If YES, please mark the "Imposed Nonexchange Revenue Deferral" checkbox for each item after adding the receivable information into the table below.	
<div></div>	

					Show Next Row			Remove Last Row			
Total Accounts Receivable Balance	GRS TC	GL	Portion which is Revenue	Revenue Subobject	Portion which is Unavailable Revenue (Gov. funds only)	GRS TC	GL	Total Allowance for Uncollectible Receivables	Imposed Nonexchange Revenue	GRS TC	GL
									<input type="checkbox"/> *		

Please provide the accounts receivable balance that will <u>not</u> be collected within one year and a brief explanation in the Comments feature below	Allowance for Uncollectible Receivables for the amount to be collected after one year	Revenue Subobject

# *18 - Grants Receivable*

---

## Report:

- If agency is primary recipient of award
- Reimbursement-type
  - Incurred grant expenses on or before June 30
  - No reimbursement until after June 30
- Gift-type
  - Few or no eligibility requirements (rare)

# *18 - Grants Receivable*

Do you have any transactions that qualify as a sale of a receivable?

☐ Yes ☐ No

Do you have any transactions that pledge the receivables as collateral?

☐ Yes ☐ No

## GRANT INFORMATION

☐ Federal ☐ Other (city/county/or outside state)



Total Amount Reported in Prior Year:

PY Amount

Current Year Total:

(If prior year amount differs from current year by 10% and the change equals or exceeds \$100,000, please briefl  
— section.)



## *18 - Grants Receivable*


In the table below, please note the following:

Reimbursement-type Grants: Amount of grant expenses incurred by June 30, and **NOT** reimbursed by June 30th.

[illegible]

# *18 - Grants Receivable*

---

- \$50,000 threshold per fund
  - Due Wednesday, September 12
- 

# *REVIEW QUESTIONS*

## *Review Question #19*

Which of the following are required to be provided on Closing Package #11 – Loans and Notes Receivable?

- a) Amount of receivables (principal portion only) due within one year.
- b) Amount of payables due within sixty days.
- c) Amount of receivables deemed uncollectible (principal portion only) due beyond one year.
- d) (a) and (c).

## *15 – Unearned Revenue*



# ***15 - Unearned Revenue***

---

Report:

- Unearned Revenue: received but not earned as of June 30

Do not report:

- Unavailable Revenue: earned but not received within 60 days after June 30.

\$50,000 threshold by fund

Due Wednesday, August 8



State Of Idaho  
Office Of The State Controller  
2018 GAAP Closing Procedures Manual

15B Grant Advances Form

Due Date: 08/08/2018

Agency Code: 140 Name of Agency: State Controller

Current Status: Draft

FY: 2018

FY End Date: 06/30/2018

Fund Information

Fund Number: 0001 Name of Fund: General

Current Year Total: \$200,000.00  
Total Amount of Advances Reported in Prior Year: \$10,000.00  
If prior year amount differs from current year by 10%, and the change equals or exceeds \$100,000, please briefly explain the reason for the variance in the Comments feature below.

Recalculate Variance

Variance: Yes  
Difference in %: 1900.00  
Difference in amount: \$190,000.00

Revenue Sub Object	Amount of Advance	Amount Expended or Incurred	Remaining Balance	Was Grant Advance Restricted at June 30?	Was grant invested at June 30?
1234	\$500,000.00	\$300,000.00	\$200,000.00	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Total:	\$500,000.00	\$300,000.00	\$200,000.00		

(For help with attaching documentation, please refer to the [Submission Instructions](#))

Save Draft Send Form to Agency Approval Delete

View Attachments Comments View Audit Trail View PDF


***16 – Accounts Payables  
&  
Other Payables***

---



# ***16 - Accounts Payable & Other Payables***

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- Record amounts owed at June 30
  - Total amount reported in prior year is NOT auto filled
  - Payables for goods and services + distributions
  - \$50,000 threshold per fund
  - Due Wednesday, September 12
- 

# *16 – Accounts Payable & Other Payables*

Please use **subobjects**, not summary objects

EXP SUB OBJ	EXP SUB OBJ DESC	EXP OBJECT CODE	EXP SUM OBJECT CODE	GOVT'L CLASS	PROP CLASS
	PERATING EXPENSES (OBJECT)	5000		10	500
	COMMUNICATION COSTS (SUMMARY OBJ)	5000	5001	10	500
5010	EDIA	5000	5001	10	500
5020	OSTAL & MAIL	5000	5001	10	500
5023	XPRESS MAIL / MESSENGER	5000	5001	10	500
5027	VOICE OVER INTERNET (VOIP)-STATE OWNED/OPERATED	5000	5001	10	500
5028	VOIP HOSTED	5000	5001	10	500
5029	ATA LINE CHARGES	5000	5001	10	500
5030	PHONE/FAX LOCAL LINE & EQUIPMENT CHARGES	5000	5001	10	500
5031	PHONE/FAX LONG DISTANCE	5000	5001	10	500
5032	RADIO EQUIPMENT - MOBILE RADIO	5000	5001	10	500
5033	CELLULAR/WIRELESS VOICE SERVICE	5000	5001	10	500
5034	TELEPHONE 800 SERVICE	5000	5001	10	500
5035	AUDIO/VIDEO CONFERENCE CALLS	5000	5001	10	500
5036	RADIO EQUIPMENT - MICROWAVE	5000	5001	10	500

## ***22 – Subsequent Events***



State Of Idaho  
Office Of The State Controller  
2018 GAAP Closing Procedures Manual

22 Subsequent Events

Due Date: 10/18/2018

Agency Code: 140 Name of Agency: State Controller

Current Status: Draft

FY: 2018

FY End Date: 06/30/2018

**PURPOSE**

The purpose of this closing package is to gather information regarding subsequent events. This information will be used to prepare the State's Comprehensive Annual Financial Report (CAFR).

**ACCOUNTING PRINCIPLES AND POLICIES**

The State prepares its financial statements in accordance with Generally Accepted Accounting Principles (GAAP). GAAP requirements for reporting subsequent events are found in the following authoritative pronouncements:

- Governmental Accounting Standards Board (GASB) Statement 56.8-15
- NCGA Interpretation No. 6
- Section 15.31-39 of State and Local Governments Audit and Accounting Guide (AICPA, 2017 edition)

**DEFINITION**

Subsequent Events - Those events or transactions that occur subsequent to the statements of net position date but before the financial statements are issued.

**SUBSEQUENT EVENTS**

To the best of our knowledge and belief, no events subsequent to June 30, 2018, have occurred that would require note disclosure in the CAFR. Reportable subsequent events are those with significant effects, including, but not limited to, the issuance of debt instruments, the filing or settlement of a lawsuit, notice of potential disallowed costs of a grant, and capital asset impairments due to natural disaster. Subsequent events with significant effects:

- ☒ HAVE NOT Occurred  
☐ HAVE Occurred

If such events occurred after the end of the fiscal year, please provide details of the event in the following Comments feature below.

Save Draft

Send Form to Agency Approval

Delete

View Attachments

Comments

View Audit Trail

View PDF

## ***22 – Subsequent Events***


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### Subsequent Event Examples:

- Effect on a financial statement user's opinion
  - Agency issued debt
  - Agency named in a lawsuit or settled any lawsuits
  - Grantor notified the agency of potentially disallowed costs
  - Agency suffered a capital asset impairment due to a natural disaster
- 
- [cafr@sco.idaho.gov](mailto:cafr@sco.idaho.gov)

## **22 – Subsequent Events**

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- Due Thursday, October 18
  - Please do NOT submit early
- 

# *REVIEW QUESTIONS*

## *Review Question #20*

What is unearned revenue?

- a) When you have received cash but the earnings process is not complete within 60 days after the end of the fiscal year.
- b) Gifts that are not taxable.
- c) Revenue has been earned but the cash is not available within 60 days after the end of the fiscal year.
- d) None of the above.



## *Review Question #21*

When filling out the closing packages, using a summary object is just fine.

True

False

## *Review Question #22*

Unavailable Revenue affects which type(s) of funds?

- a) Proprietary
- b) Governmental
- c) Business-Type
- d) All of the above

## *Review Question #23*


It is okay if the Closing Package #22 – Subsequent Events is submitted to the SCO during July or August.

True

False

## *14 – Interfund Payables*

---

- \$5,000 threshold per transaction
  - Separate closing packages are not needed for each fund number
  - Interfund payables include not only interagency payables but also interfund payables within your agency
  - Interfund payables report will be e-mailed to all agencies in July
  - Complete the report and attach to closing package to submit
  - Due Monday, August 6
- 

## *05 - Long-Term Liabilities & Short-Term Debt*

---

- Contracts Payable include software licensing agreements (but **NOT** software maintenance contracts)
  - Software maintenance contracts (\$500,000 or more) should be reported on Closing Package #02 - Miscellaneous, question #7, for long-term commitments
- \$50,000 threshold per fund for ST Liabilities
- \$200,000 threshold per fund for LT Liabilities
- Due Tuesday, July 11

# *REVIEW QUESTIONS*

## *Review Question #24*

All of the following are long-term debt except:

- a) Bonds Payable
- b) Anticipation Notes
- c) Conduit Debt
- d) Claims & Judgements
- e) All of the above

# *Closing Package Training*

- Questions?
- Evaluation form
- CPE

**General CAFR Email: [cafr@sco.idaho.gov](mailto:cafr@sco.idaho.gov)**

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