

# GAAP Closing Packages Fiscal Year 2019

May 6 & 7, 2019

State Controller's Office  
Division of Statewide Accounting  
Bureau of Reporting and Review



— STATE OF IDAHO —  
**CONTROLLER'S OFFICE**

BRANDON D WOOLF

# Contacts 2019

Chris Floyd 332-8814  
Interfund Payables - Independent

Christy Anderson 332-8765  
Cash - Investments

Ethan Draves 332-8713  
Unearned Revenue - Accounts and Other Payables

Sandra Tisdale 332-8722  
Loans/Notes Receivable - Accounts and Taxes  
Receivable - Grants Receivable - Subsequent Events

Kirsten Pruett 332-8812  
Leases Payable - Leases Receivable - Capital Assets  
Questionnaire - Capital Assets - Capital Assets in  
Progress - 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

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.

# *Revisions For FY19*

- ▶ Security Access Requests
- ▶ Closing Package application
- ▶ You can view prior year's closing packages from the closing package application



# Log on to [www.sco.idaho.gov](http://www.sco.idaho.gov)

<p>STATE OF <b>IDAHO</b> USA</p> <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>Accounting Payroll Computer Services Training Public Information Transparent.Idaho Board of Examiners SSA 218 Agreement</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>Contact Information Duties of the State Controller Employment History Management Team National Boards &amp; Committees State Boards &amp; Committees</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

WHAT CAN WE HELP YOU FIND?



## WELCOME

As your State Controller, I am committed to conducting the business of government in an open and transparent manner.



**BRANDON D WOOLF**  
IDAHO STATE CONTROLLER

[ABOUT BRANDON D WOOLF >](#)



## ONLINE APPLICATIONS

Provides access to the State Controller's Online Applications for State Employees and Vendors

 [SIGN IN](#)

[ACCESS SCO APPLICATIONS >](#)



## WHAT'S NEW

Controller's Office Announces New Administrator of Division of Statewide Payroll

Job Posting - Payroll Project Coordination Lead

[SEE ALL NEW >](#)



## TRANSPARENCY

Offers a highly accurate look at the State's budget, revenues, and spending, and how they have changed over the last 3-5 years.



## UPCOMING EVENTS

**MAY**  
**20**

Def Comp Board Meeting  
May 20, 2019  
205 N 10th Street, Suite 540, Boise

**Luma**

A statewide enterprise system that modernizes and transforms the way the State of Idaho does business.



STATE OF IDAHO  
**CONTROLLER'S OFFICE**  
BRANDON D WOOLF



Username

Agency

Accountancy, Board of



Password






SIGN IN

[Help](#)





[Forgot your password?](#)

# SCO APPLICATIONS MENU

## Employee Applications

-  EMPLOYEE SELF SERVICE
-  FORM W-2
-  I-TIME
-  NET PAY CALCULATOR
-  PAY STUBS

## Agency Applications

-  IBIS
-  IPOPS
-  ONLINE REPORTING
-  STATEWIDE ACCOUNTING SYSTEM



Simulation

# Statewide Accounting System



Applications

Logoff



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

## Welcome KABA ERD

Edit ipopsob@sco.idaho.gov

[Browser Tips for Updated Applications](#)

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

o Closing Packages

o Closing Packages

-select- ▼

Simulation

User ID: KABA ERD

Agency: 260

Department of Fish and  
Game



● Form Completion

● Agency Approval

Originator

Approver

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

Previous Years

Acct System Menu

Applications

Logoff

## Main Menu

### Current Closing Packages

#### 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
  - SEFA

### 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



## Main Menu

### Current Closing Packages

#### ▢ 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
  - SEFA

#### ▢ General Information

- Agency List
- CP Due Dates by Date
- CP Due Dates by CP Number
- Fund List
- SCO Contacts

# Approver Closing Package View

## Main Menu

## Current Forms List

### Instructions

- 3. Leases Payable
- 4. Leases Receivable
- 8. Cash
- 12. Capital Assets
- 15. Unearned Revenue

### General Information



## 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:  Name of Fund:

Current Year Total:   
 Total Accounts Payable and Other Payables Reported in Prior Year 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 Comments feature below.)

Recalculate Variance

Variance:

Difference in %:

Difference in amount:

		Show Next Row	Remove Last Row
Expenditure Subject	Is Amount Encumbered? <input type="checkbox"/> *	Is Amount for Contract Retentions? <input type="checkbox"/> *	Amount Due at 06/30/2018
<input type="text" value="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	Attachments	Comments	View Audit Trail	View PDF
------------	------------------------------	--------	-------------	----------	------------------	----------

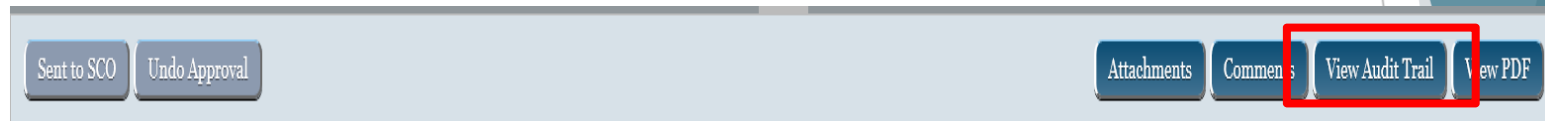
## Originator options - Awaiting Agency Approval

Save Draft	Approve	Delete	Attachments	Comments	View Audit Trail	View PDF
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## Approver options - Awaiting Agency Approval

Sent to SCO	Undo Approval	Attachments	Comments	View Audit Trail	View PDF
-------------	---------------	-------------	----------	------------------	----------

## 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...

The screenshot shows a software interface for managing attachments. At the top, a toolbar contains buttons for 'Sent to SCO', 'Undo Approval', 'Attachments' (highlighted with a red box), 'Comments', 'View Audit Trail', and 'View PDF' (also highlighted with a red box). Below the toolbar is a section titled 'Attachments' with a blue header and a red bar. It includes a file input field with a 'Browse...' button and an 'Attach' button. A table lists the attachments:

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...

Sent to SCO Undo Approval 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.

# General Instructions

Simulation

User ID: JEFFREY SEWARD

Agency: 260 Department of Fish and  
Game



● Form Completion

● Agency Approval



[Previous Years](#)

[General Information](#)

[Agency List](#)

[CP Due Dates by Date](#)

[CP Due Dates by CP Number](#)

[Fund List](#)

[SCO Contacts](#)

Acct System Menu

Applications

Logoff



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

# FY19 Due Dates



## GAAP Closing Package Schedule for FY 2019

	Closing Package	SCO Contact	Phone	Due Date	Day
1	Control Checklist	Jennifer Bonilla	332-8790	June 3	M
2	Miscellaneous	Jennifer Bonilla	332-8790	July 15	M
3	Leases Payable	Kirsten Pruett	332-8812	July 8	M
4	Leases Receivable	Kirsten Pruett	332-8812	July 8	M
5	Long/Short-term Liabilities	Roni Harlan	332-8792	July 9	T
6	Prepays	Jennifer Bonilla	332-8790	July 9	T
7	Capital Asset Questionnaire	Kirsten Pruett	332-8812	July 22	M
8	Cash	Christy Anderson	332-8765	July 18	Th
9	Inventory	Jennifer Bonilla	332-8790	July 18	Th
10	Investments	Christy Anderson	332-8765	July 11	Th
11	Loans/Notes Receivable	Sandra Tisdale	332-8722	July 11	Th
12	Capital Assets	Kirsten Pruett	332-8812	July 25	Th
13	Capital Assets in Progress	Kirsten Pruett	332-8812	July 25	Th
14	Interfund Payables	Chris Floyd	332-8814	August 5	M
15	Unearned Revenue	Ethan Draves	332-8713	August 7	W
16	Accounts and Other Payables	Ethan Draves	332-8713	September 11	W
17	Accounts and Taxes Receivable	Sandra Tisdale	332-8722	August 12	M
18	Grants Receivable	Sandra Tisdale	332-8722	September 11	W
19	Sch of Exp of Federal Awards	Kirsten Pruett	332-8812	August 7	W
20	Independent Audits	Chris Floyd	332-8814	September 27	F
21	Attestation Letter	Jennifer Bonilla	332-8790	September 16	M
22	Subsequent Events	Sandra Tisdale	332-8722	October 17	Th



# Prior Year Closing Packages

**Simulation**

User ID: JEFFREY SEWARD  
Agency: 260 Department of Fish and Game

STATE OF IDAHO  
U S A

● Form Completion      ● Agency Approval

Previous Years   General Information

Acct System Menu   Applications   Logoff

Closing Packages 2017      Closing Packages 2011  
Closing Packages 2016      Closing Packages 2010  
Closing Packages 2015      Closing Packages 2009  
Closing Packages 2014      Closing Packages 2008  
Closing Packages 2013      Closing Packages 2007  
Closing Packages 2012      Closing Packages 2006

Back to Main Menu

	Year	System
<u>Select</u>	2018	New Closing Package Application
<u>Select</u>	2017	Old Closing Package Application
<u>Select</u>	2016	Old Closing Package Application
<u>Select</u>	2015	Old Closing Package Application
<u>Select</u>	2014	Old Closing Package Application
<u>Select</u>	2013	Old Closing Package Application
<u>Select</u>	2012	Old Closing Package Application
<u>Select</u>	2011	Old Closing Package Application
12		
<u>Back To Main Menu</u>		

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

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

- ▶ 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

Agency	Agency Name	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
130	Sec'y of State	😊		😊	😊			😊	😊	😊	😊
131	Uniform Laws Commission	😊	😊	😊	😊		😊	😊	😊	😊	😊
133	Idaho Code Commission	😊	😊	😊	😊		😊	😊	😊	😊	😊
140	SCO	😊			😊	😊					
160	Attorney General	😊		😊	😊	😊	😊	😊		😊	
170	Supt of Public Instr.	😊	😊		😊	😊		😊	😊	😊	😊
179	STEM Action Center	😊									
180	DFM	😊		😊					😊	😊	😊
181	Governor	😊							😊		😊
194	Div Human Res	😊							😊	😊	😊
199	Office of Energy Resources	😊			😊		😊		😊		
220	Dept of Commerce	😊	😊	😊	😊	😊	😊	😊	😊	😊	😊
231	Correctional Industries	😊		😊	😊	😊					
240	Department of Labor	😊									
260	Dept of Fish & Game	😊	😊	😊	😊	😊	😊	😊	😊		
270	Dept of Health & Welfare	😊	😊	😊	😊	😊	😊		😊		
280	Dept of Ins	😊	😊	😊	😊			😊	😊		😊
320	Dept of Lands	😊									
331	Brand Inspector	😊									
340	Dept of Parks & Rec	😊		😊	😊	😊	😊				
423	Bd of Dentistry	😊				😊	😊	😊		😊	
427	Bureau of Occup Lic	😊	😊	😊	😊	😊	😊	😊		😊	
434	Outfitters & Guides	😊		😊				😊			
437	State Public Defender Comm.	😊									
443	Appellate Pub Def	😊							😊		
444	Div of Veteran's Services	😊	😊	😊	😊	😊	😊	😊	😊	😊	
503	Career - Tech Education	😊	😊	😊	😊		😊				
520	Public TV	😊	😊	😊		😊		😊	😊		😊
523	Vocational Rehabilitation	😊			😊						
900	PUC	😊				😊			😊		😊

# 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*

For complete GAAP closing package access, your agency needs to have an originator, approver, IT Manager and Agency Head/Director set up with appropriate permissions.

True

False

## *Review Question #03*

The prior year's reported amounts will auto populate.


True

False

# ***01 - Control Checklist***

- ▶ Please answer every question
- ▶ Contact the SCO to discuss changes
- ▶ New this year, No More Fund Matrix
- ▶ Due: Monday, June 3

# 01 - Control Checklist

5	At June 30, will any <b>fund</b> have any notes, bonds, contracts payable, other long-term liabilities in the amount of <b>\$200,000 or more</b> or short-term debt activity in the amount of <b>\$50,000 or more</b> ?			Fund
			Add	
		No Funds have been entered yet.		

If YES: Submit the completed #5 Long-Term Liabilities and Short-Term Debt Closing Package by **July 10**.

☒ Yes ☐ No

# 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><b>name and e-mail address of the person responsible for completing this closing package in the following Comments box:</b></u></p> <div style="border: 2px solid blue; padding: 5px; margin-top: 10px;"><div style="border: 2px solid red; height: 20px; width: 100%;"></div></div>		

## 02 - *Miscellaneous*

- ▶ 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! Asset Retirement Obligation (ARO)

## 02 - Miscellaneous

### ► Question 30,

30A. At June 30, is your agency obligated to take action related to contamination resulting from the normal operation of a tangible capital asset (GASB 83 ¶10a)? The contamination should be a result of something other than pollution remediation covered by GASB 49 (question 14 above).

☐ Yes ☐ No

30B. At June 30, is your agency: Liable for non-contaminating events related to a tangible capital asset such as (GASB 83 ¶10b):

1. An obligation arising at the end of the life of a tangible capital asset based on the use of the asset?

☐ Yes ☐ No

2. Incurring a liability at the end of the tangible capital assets life unrelated to the use of a tangible capital asset?

☐ Yes ☐ No

3. Permanently abandoning a tangible capital asset that had an Asset Retirement Obligation (ARO) before it was placed into operation?

☐ Yes ☐ No

4. Acquiring a tangible capital asset with an existing ARO?

☐ Yes ☐ No

---

30C. Does your agency jointly own a tangible capital asset with another entity, and is your agency a minority owner (<50%) in the ARO?

---

☐ Yes ☐ No

## 02 - Miscellaneous

► Due Monday, July 15



## 06 - Prepaid Expenses - Prorating Example 1

Multi-year contract (2 years)

Total cost: \$ 810,000

Contract start date: 1 July 2018

Contract end date: 30 June 2020

Prepaid to report in 2019:  
\$405,000

Contract begins/ends at start/end  
of fiscal year

## 06 - Prepaid Expenses - Prorating Example 2

Multi-year contract (27-months)

Contract start date: 1 August 2018

Contract end date: 31 October 2020

Total contract cost: \$810,000

Expensed to date (1 Aug 18 - 30 Jun 19):

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

Remaining 1 Jul 2019 - 31 Oct 2020:

Prepaid to Report: \$480,000

## 06 - Prepaid Expenses

- ▶ \$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 9

# 09 - Inventory

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 18

## 21 - Attestation Letter

- ▶ All agencies are required to submit
  - ▶ Due Monday, September 16
- ▶ Required signatures:
  - ▶ IT manager (or appropriate management representative),
  - ▶ Primary fiscal staff member, and
  - ▶ Agency head

STATE OF IDAHO  
U S A

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Office of the State Controller

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[Internal Controls](#)  
 Control Checklists and Resources

Office of the State Controller  
700 W. State St.  
P.O. Box 83720  
Boise, ID 83720-0011  
Phone: 208 334-3100

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

## REPORTING AND REVIEW



### GAAP Closing Packages

Fiscal Year Closing Procedures Manual and Forms based on the Generally Accepted Accounting Practices (GAAP) standard.



### Resources

Documents from the Division of Statewide Accounting Bureau of Reporting & Review.



### Internal Controls

Publications and checklists for use when conducting internal control evaluations within State of Idaho agencies.

[www.sco.idaho.gov](http://www.sco.idaho.gov) → 'Support' → 'Reporting and Review' → '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			
----	<a href="#">Accounting System (NASACT)</a>	05/17/2013	315k
----	<a href="#">Budgets &amp; Planning (NASACT)</a>	05/17/2013	354k
----	<a href="#">Buy America Act (NASACT)</a>	05/17/2013	234k
----	<a href="#">Capital Assets (NASACT)</a>	05/17/2013	307k
----	<a href="#">Cash (NASACT)</a>	05/17/2013	542k
----	<a href="#">Civil Rights (NASACT)</a>	05/17/2013	193k
----	<a href="#">Control Environment (NASACT)</a>	05/17/2013	297k
----	<a href="#">Davis-Bacon Act (NASACT)</a>	05/17/2013	90k
----	<a href="#">Drug-Free Workplace (NASACT)</a>	05/17/2013	254k
----	<a href="#">Financial Reporting (NASACT)</a>	05/17/2013	447k
----	<a href="#">Grant Administration (NASACT)</a>	05/17/2013	1015k
----	<a href="#">Investments (NASACT)</a>	05/17/2013	282k
----	<a href="#">Payables (NASACT)</a>	05/17/2013	341k
----	<a href="#">Personnel &amp; Payroll (NASACT)</a>	05/17/2013	465k
----	<a href="#">Receivables (NASACT)</a>	05/17/2013	367k
----	<a href="#">Risk Assessment (NASACT)</a>	05/17/2013	253k
▼ Other Internal Control Evaluation Resources			
----	<a href="#">AGA Toolkits</a>	05/17/2013	1k
▼ Systems Management Controls Checklists			
----	<a href="#">Information Systems &amp; Technology (NASACT)</a>	05/17/2013	679k
----	<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

Signature(s) Required

Undo Approval

Sign Form

## Signatures

Required	Signed By	Signed Date	
Agency Head	Required		Sign
IT Manager	Required		Sign
Fiscal Officer	Required		Sign

Required	Signed By	Signed Date	
Agency Head	Required		Sign
IT Manager	ROBERT ROSS	04/25/2019 2:42PM	UnSign
Fiscal Officer	Required		Sign

# Review Questions

## *Review Question #04*

For #2 - Miscellaneous, 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

## ***03 and 04 - Leases***

# Looking Ahead - GASB 87, Leases

GASB 87 goes into effect in FY 21 (July 1, 2020)

Will redefine the “lease” definition as a contract that conveys the right to use a non-financial asset for a period of time in an exchange or exchange-like transaction (intangible asset)

What can you do now to prepare for this change?

- Ensure the following elements are in the contracts as you enter into new lease agreements:

- Interest rate

- Break out the lease and non-lease components (i.e. services)

- Bargain purchase options & transfers of ownership

- If your agency intends to take ownership at the end of the lease, consider using the term transfer of ownership rather than bargain purchase option

- Review the implementation guide exposure draft released in February



## 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	<input type="text"/>	<input type="text"/>	<input type="text"/>
(2) Description of the leased asset	<input type="text"/>	<input type="text"/>	<input type="text"/>

### 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 feature below.

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

Save Draft Send Form to Agency Approval Delete

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Comments

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## 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 27** - Monitor the FAS Hold File closely
- ▶ **June 24** - Recommended last day to request FAS FY18 corrections or changes (i.e., inactivates)
- ▶ **June 24** - 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 28** - All FY19 FAS Hold File transactions should be processed by this date



## ***07- Capital Assets Questionnaire***

# 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 22\***

## ***12- Capital Assets***

# 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 25\***

## ***13- Capital Assets in Progress***

## 13 Capital Assets In Progress

Due Date: 07/25/2019

**Agency Code:** 260 **Name of Agency:** Department of Fish and Game**Current Status:** Temporary**FY:** 2019**FY End Date:** 06/30/2019

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 2019 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 2018 and Reclassified as a Capital Asset	Ending Balance Capital Assets in Progress	Projected Remaining Costs to Complete Project

**\*Due Thursday, July 25\***



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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

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

- ▶ Gather information about expenditures of federal awards in order to prepare a statewide SEFA & the associated notes
  - ▶ **Federal Funds received &**
  - ▶ **Expended by an agency or passed through to a sub-recipient**
- ▶ Gain assurance from agency management, through the Federal Assistance Certification form, that they have complied with the requirements of Uniform Guidance

# SEFA 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

General Information

Instructions

FEDERAL ASSISTANCE CERTIFICATION FORM

Agency DUNS Number

Indirect Costs

Does your agency use the 10% de-minimus indirect cost rate as stated in 2 CFR 200.510?

☒ Yes ☐ No

If your agency received any of the following types of assistance, please report them (these are rare):

FEDERALLY GUARANTEED LOANS

CFDA Number

CFDA Federal Program Title

Federal Awarding Agency

☒ Primary Recipient  
☐ Subrecipient

If Subrecipient, Name of the Pass-through Agency

Total Outstanding Loan Balances at End of the Fiscal Year

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# SEFA 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

General Information

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FEDERAL ASSISTANCE CERTIFICATION FORM

Agency DUNS Number

Indirect Costs	
Does your agency use the 10% de-minimus indirect cost rate as stated in 2 CFR 200.510?	<input type="radio"/> Yes <input checked="" type="radio"/> No
If you answered no above, please explain how the indirect costs for your agency are charged to federal grants (i.e. negotiated rate, cost allocation plan, etc.)	
<div></div>	

If your agency received any of the following types of assistance, please report them (these are rare):

Save Draft

Send Form to Agency Approval

Delete

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Comments

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# SEFA Template

- 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

## General Information

something other than "CP19 SEFA.xls".

### Federal Assistance Certification

This is a **required form** and must be read and signed electronically (or by hand) by the agency primary fiscal staff member and agency head. See General Instructions above.

### Schedule of Expenditures of Federal Awards (SEFA)

Please use the spreadsheet included in this closing package. Due to the specific information we are required to include in the SEFA, we will no longer accept agency developed spreadsheets.

### SEFA Template

Click here for the [SEFA template](#). Please "save" the file and then open the saved file in Excel. Complete agency information at the top of the form. **Round all dollar amounts to the nearest whole dollar.**

### SEFA

In the SEFA tab, prepare a line item entry for each program funded by the federal government as follows:

1. CFDA Number - The Catalog of Federal Domestic Assistance (CFDA) number can be found on the application for federal awards or in the grant agreement. For subrecipient grants you may have to contact the pass-through entity. If you are a subrecipient and you cannot determine the CFDA number write N/A in this space and enter the identifying number in the Grantor ID Number column. [Click here for the CFDA](#). Note: CFDA.gov will be moving to beta.SAM.gov later this year. The CFDA has more information regarding this move on their website
2. CFDA Federal Program Title - This is usually the CFDA number's title. Sometimes the grant agreement may have a title. These titles generally provide a brief description of the purpose of the program. If your program does not have a title, please use the title or description on your grant agreement to best identify the program.
3. Federal Awarding Agency - The federal agency can be found on the grant agreement or in the CFDA.
4. Research and Development - If the grant is for research and development, please indicate "Y" for yes; if not, indicate "N" for no.

Save Draft

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Delete

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# SEFA Template

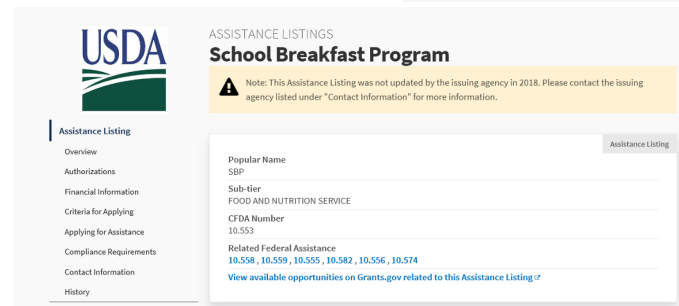
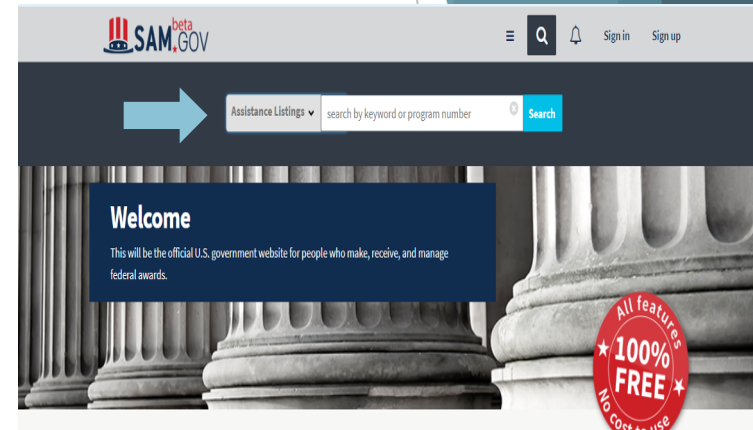
Agency Number: 170		Agency Name: Superintendent of Public Instruction																												
DO NOT INCLUDE STATE FUNDS IN YOUR AWARD EXPENDITURES OR PASS THROUGH TO SUBRECIPIENTS. THE SEFA REPORTS THE FEDERAL SHARE ONLY																														
SEFA Template																SUBRECIPIENT INFORMATION														
CFDA		Federal Awarding		Major Sub- Recip. R & D division of Type		IF Recip. Type - S, Pass-through		Grantor ID		Identifying Grant		Assistance Valuation		FY 2018 Award		FY 2017 Award		\$ Change from		Comment		Comment for		Federal share (\$) of Expenditures to Subrecipients		Total Federal Expenditures to Subrecipients		Subrecipient Variance Formula		
Number	Title	Agency	Y or N	Fed. Agency	P or S	Agency	Number	Number(s)	Non-cash Assistance	Expenditures	Expenditures	Previous Year	Formula	Variance																
10.553	School Breakfast Program	U.S. Dept of Education	N		P	N/A		H1234567, H123456	Cash	N/A	5,000,000	4,000,000	1,000,000	COMMENT REQUIRED	Funding was increased in FY18 to expand the breakfast program and provide meals to all students.															

Do NOT include State funds in your expenditure total



# CFDA Titles

- ▶ Catalog of Federal Domestic Assistance
  - ▶ <https://beta.sam.gov>
  - ▶ Find programs using the search box (select assistance listings from the drop down)
    - ▶ Enter a keyword or CFDA #
  - ▶ References related CFDA guidance
  - ▶ There is also a link to the site on the closing package



## Regulations, Guidelines, and Literature

Program regulations are codified at 7 CFR Parts 220 and 245.

## History

- 1972  
Title Changed  
*School Breakfast Program*
- 1969  
Title Changed  
*School Breakfasts*
- 1967  
Published  
*Pilot School Breakfast Program*

# Other CFDA Titles

- ▶ Some grant awards are not included on the CFDA website
  - ▶ ‘.999’ grants
  - ▶ Example: 81.999 - Bonneville Power Administration grants
  - ▶ Please make sure to provide a title name for grants that are not available on [beta.sam.gov](https://beta.sam.gov)
    - ▶ This could include program titles on the grant award letter or the purpose of the project if there is not a specific title

# SEFA Template - Columns 17-20

**\*State entities** include agencies listed on the agency listing provided by the SCO that are included in the CAFR. This includes some of the colleges/universities (BSU, ISU, U of I, LCSC, EITC)

**\*\*Non state entities include:** health districts, Idaho colleges not listed as state agencies (i.e. CWI, CSI), any other non-state agency such as a school district, city, county, etc.

SUBRECIPIENT INFORMATION			
17	18	19	20
Federal share (\$) of Expenditures to Subrecipients		Total Federal Expenditures to Subrecipients	Subrecipient Variance Formula
State entities*	Non-State entities**		Columns ((P+Q) > K)
200,000	100,000	300,000	No COMMENT REQUIRED
100,000	100,000	200,000	Pass through to subrecipients cannot exceed current year award expenditures
		-	No COMMENT REQUIRED

# State v Non State Entity

- ▶ State
  - ▶ Includes agencies listed on our agency listing that are included in the CAFR
  - ▶ This includes the following colleges and universities: BSU, ISU, U of I, LCSC
- ▶ Non-State
  - ▶ Health Districts
  - ▶ Non-State Colleges: CWI, CSI, CEI\*
  - ▶ School districts
  - ▶ Cities and Counties

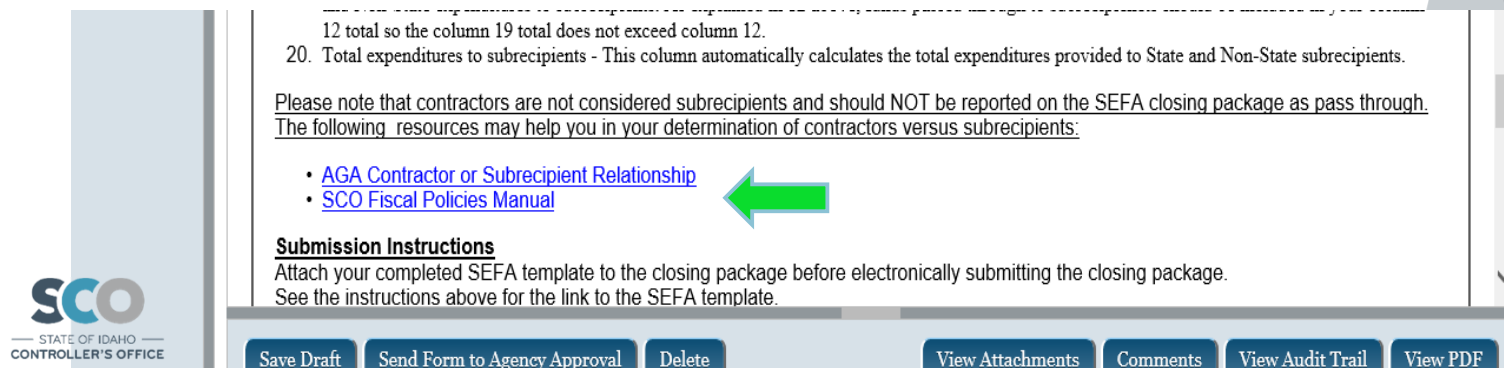
\*If you pass through funds to the College of Eastern Idaho (formerly EITC), they are no longer part of the state and should be included in the non-state column total

# Primary Recipient versus Subrecipient

- ▶ **Recipient:** A non-federal entity that expends federal awards received directly from a federal awarding agency to carry out an activity under a federal program.
- ▶ **Subrecipient:** A non-federal entity that receives a sub-award from a pass-through entity to carry out part of a federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a federal awarding agency
- ▶ **Sub-award:** An award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal program. A sub-award may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.
- ▶ Several definitions are listed on the closing packages, others can be found starting in 2 CFR 200.1

# Subrecipient v Contractor

- ▶ **Contract:** means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term as used in this part does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or sub award
- ▶ **Contractor:** means an entity that receives a contract as defined above
- ▶ Helpful sources for determination:
  - ▶ AGA
  - ▶ SCO



12 total so the column 19 total does not exceed column 12.

20. Total expenditures to subrecipients - This column automatically calculates the total expenditures provided to State and Non-State subrecipients.

Please note that contractors are not considered subrecipients and should NOT be reported on the SEFA closing package as pass through. The following resources may help you in your determination of contractors versus subrecipients:

- [AGA Contractor or Subrecipient Relationship](#)
- [SCO Fiscal Policies Manual](#)

**Submission Instructions**  
Attach your completed SEFA template to the closing package before electronically submitting the closing package. See the instructions above for the link to the SEFA template.

SCO  
STATE OF IDAHO  
CONTROLLER'S OFFICE

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# Federal Assistance Certification Form

- ▶ Read & signed electronically by **both**
  - Agency primary fiscal staff member **AND**
  - Agency head
- Signatures do not need to be obtained in a specific order
- The primary fiscal staff member must be an approver to be able to sign
- The SEFA must be submitted for approval before it can be signed (can not be with the originator)
- Once signed, the primary fiscal staff member may submit to the SCO

# Certification - Primary Fiscal Staff

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**General Information**

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

19 Schedule of Expenditures of Federal Awards08/08/2018

Agency Code: 260Name of Agency: Department of Fish and GameCurrent Status: Awaiting Agency ApprovalFY: 2018FY End Date: 06/30/2018

FEDERAL ASSISTANCE CERTIFICATION FORM

**FEDERAL ASSISTANCE CERTIFICATION FORM**  
140 State Controller's Office  
**FISCAL YEAR 2018**

The Honorable Brandon D Woolf  
State Controller  
700 W. State Street  
P.O. Box 83720  
Boise, ID 83720-0011

We certify that, to the best of our knowledge and belief, the following statements are true:

1. Agency management is responsible for complying and has complied with the requirements of the Office of Management and Budget (OMB) Uniform Guidance, *Audits of States, Local Governments, and Non-Profit Organizations*.
2. Management has complied with the requirements of laws, regulations, and the provisions of contracts and grant agreements related to each of its federal programs.
3. Management has established and maintains effective internal controls that provide reasonable assurance that the agency is managing federal awards in compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a material effect on its federal programs.
4. Management has provided the Office of the State Controller an accurate and complete schedule of expenditures of federal awards in accordance with Uniform Guidance and has included expenditures made during the period being audited for all awards provided by federal agencies in the form of grants, federal cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance.
5. Management has identified and disclosed to the auditor:
  - The requirements of laws, regulations, and the provisions of contracts and grant agreements that are considered to have a direct and material effect on each federal program
  - All amounts questioned and any known noncompliance with the requirements of federal awards, including the results of other audits or program reviews
6. Management has complied in all material respects with the compliance requirements in connection with federal awards. Management has provided copies of interpretations of any compliance requirements that have

Signature(s) RequiredUndo ApprovalSign FormView AttachmentsCommentsView Audit TrailView PDF

**SCO**  
STATE OF IDAHO  
CONTROLLER'S OFFICE



# Certification - Primary Fiscal Staff

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

19 Schedule of Expenditures of Federal Awards08/08/2018

Agency Code: 260Name of Agency: Department of Fish and GameCurrent Status: Awaiting Agency ApprovalFY: 2018FY End Date: 06/30/2018

10. If applicable, management has provided the following information:

- Copies of guidance.
- Issued management guidance and ensure compliance.
- Considered the impact of the guidance on the financial statements.

11. Management will provide information required by Uniform Guidance.

12. Amounts claimed or used for Requirements for Grants and

13. Management received no request for reimbursement.

14. Management acknowledges the

15. Management acknowledges the

16. To the best of our knowledge

Any exceptions to the above certification, the undersigned certifies that the agency is in compliance with applicable laws and regulations and have met the requirements of Uniform Administrative

The undersigned attests to agency compliance and understanding of all aspects of the Federal Assistance Certification.

Agency Primary Fiscal Staff

The undersigned attests to agency compliance and understanding of all aspects of the Federal Assistance Certification.

Agency Head

Date Signed

Signature(s) Required

Undo Approval

Sign Form

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Signatures

Required	Signed By	Signed Date
Agency Head	Required	<div>Sign</div>
Fiscal Officer	Required	<div>Sign</div>

Close

**SCO**  
STATE OF IDAHO  
CONTROLLER'S OFFICE

# FY19 Change

**Agency Approval**

State Of Idaho  
Office Of The State Controller  
2019 GAAP Closing Procedures Manual

19 Sched

**Signatures**

Required	Signed By	Signed Date	
Agency Head	Signature Acquired - See Attachments	04/10/2019 12:02PM	<a href="#">UnSign</a>
Fiscal Officer	JEFFREY SEWARD	04/10/2019 12:01PM	<a href="#">UnSign</a>

[Close](#)

CFDA N  
CFDA F  
Federal  
Prim  
Subr  
If Subre  
Amount  
Amount  
Total for Federal Interest Subsidies

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General Information

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

19 Schedule of Expenditures of Federal Awards

08/08/2018

Agency Code: 260

Name of Agency: Department of Fish and Game

Current Status: Awaiting Agency  
Approval

FY: 2018

FY End Date: 06/30/2018

- Copies of reports showing federal awards, provided during the audit, are true copies and are supported by the accounting records from which the financial statements were prepared.
- 10. If applicable, management has monitored subrecipients to determine that the subrecipients expend pass-through assistance in accordance with applicable laws and regulations and have met the requirements of Uniform Guidance. Management has:
  - Issued management decisions on a timely basis after the receipt of subrecipients' auditor's reports that identified noncompliance with laws, regulations, or the provisions of contracts or grant agreements, and ensured that subrecipients have taken the appropriate and timely corrective action on findings
  - Considered the results of subrecipients' audits and other monitoring procedures and made necessary adjustments to our own books and records
- 11. Management will provide information to the Office of the State Controller, including prior audit findings, to allow the Office of the State Controller to accurately prepare a summary schedule that lists all findings as required by Uniform Guidance.
- 12. Amounts claimed or used for matching were determined in accordance with the guidelines in OMB Uniform Guidance, Cost Principles for State, Local, and Tribal Governments and OMB's Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- 13. Management received no requests from a federal agency to audit one or more specific programs as a major program.
- 14. Management acknowledges that we are responsible for creating and implementing a corrective action plan for each audit finding identified in our audit report.
- 15. Management acknowledges that we are responsible for accurately submitting the prior audit findings and status follow-up information to the Office of the State Controller.
- 16. To the best of our knowledge and belief, no exceptions to the above certifications have occurred subsequent to 06/30/2018 and through the date of this certification.

Any exceptions to the above certifications are attached with a narrative detailing the variance(s) and management's proposed or completed corrective actions.

The undersigned attests to agency compliance and understanding of all aspects of the Federal Assistance Certification.

KABA ERD

06/04/2018 11:03AM

Agency Primary Fiscal Staff Member

Date Signed

The undersigned attests to agency compliance and understanding of all aspects of the Federal Assistance Certification.

DIERKS BENTLEY

06/04/2018 11:07AM

Agency Head

Date Signed

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# SEFA Due date

- ▶ No minimum reporting threshold

\*Due Wednesday, Aug.7\*

## *Review Question #12*

For subrecipient reporting, the expenditures to State entities column should include:

- a) Health districts
- b) Idaho college's such as CEI, CWI, or CSI
- c) Agencies listed on the agency listing as included in the CAFR
- d) School districts, cities, and counties

## *Review Question #13*

It is okay for your total federal expenditures to subrecipients to exceed current year expenditures reported on column 12 if you provide an explanation for the variance:

True

False

## *Review Question #14*

If you pay a company to perform work for your agency, you should:

- a) Report all expenditures to the vendor as subrecipient expenditures
- b) Review the definition of a contractor and subrecipient to evaluate the relationship
- c) Review available checklists to help determine if they are a contractor or subrecipient
- d) Both b and c

# *CAFR and Single Audit Findings*



# CAFR & Single Audit Findings

- ▶ The SCO will be preparing the following in conjunction with the CAFR and Single Audits as required by 2 CFR 200.511:
  - ▶ 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 and/or Single Audit findings only. This does not include
  - ▶ Management review findings
  - ▶ Findings from other oversight agencies (i.e. federal auditors)
    - ▶ If you have these, as referenced on the certification form, please let the SCO know

# CAFR and Single Audit Findings

## Prior Findings Follow-up

- ▶ The SCO prepares the follow-up on audit 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.

# Findings - Prior Finding Follow-up

## Prior Audit Findings Follow-up

Per 2 CFR 200.511, the State Controller's Office (SCO) is responsible for follow-up and corrective action on all CAFR and Single Audit 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

### Instructions

Please note: findings beginning with a '1' (i.e. 2018-101) are related to a prior CAFR finding. Findings beginning with a '2' (i.e. 2018-201) are related to a prior Single Audit finding.

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
5. Please list the name of the person the SCO should contact with any questions regarding this finding

				1	2	3	4	5
Finding Type	Finding number	Finding description	Corrective action provided in the prior year	Status (2 CFR 200.511(b))	If corrected, was the corrective action plan implemented?	If partially corrected, please describe	If not corrected, please describe	Agency contact info

# Corrective Action Plan

## Current Year Findings

- ▶ LSO will typically send out current year findings to agencies for response in December for the CAFR and March for single audit
- ▶ When you send your response to LSO regarding Single Audit findings, we ask that you include the SCO on your email to LSO so we can compile the Corrective Action Plan
  - ▶ [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

## FY18 Findings

- ▶ If your agency received a CAFR and/or Single Audit Finding, we will be sending out a memo in July regarding our follow-up process as a reminder

## *Review Question #15*

The SCO will be preparing a prior finding follow-up for Single Audit findings and will request the following:

- a) The agency provide the status of the prior year finding(s)
- b) The agency explain what has been done to correct the finding(s)
- c) The agency provide additional documentation to support the reported status
- d) All of the above

## *Review Question #16*

When submitting your corrective action to LSO for current year findings, you should include the SCO on your response:

True

False

[CAFR@SCO.IDAHO.GOV](mailto:CAFR@SCO.IDAHO.GOV)

## ***08 - Cash***





# 08 - Cash

## Main Menu

### Current Closing Packages

#### 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**
  - 8a. Cash GL 1003
  - 8b. Deposits in Outside Bank Accounts GL 1002
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

State Of Idaho  
Office Of The State Controller  
2019 GAAP Closing Procedures Manual

8 Cash

Due Date: 07/18/2019

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

FY: 2019

FY End Date: 06/30/2019

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
- C - Receipt of Unearned Revenue
- D - Receipt of Revenue
- E - Receipt of a Deposit
- F - Receipt of Undistributed Amounts (Suspense)
- G - Receipt of an Other Cash Item

[Click here for a GAAP Indicator Explanation](#)

Note: Cash does not include investments. Report investments on Closing Package #10.

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## 08a- Cash

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

cash on hand includes:

- ▶ Cash received, but not deposited with the Treasurer's office by 10:30 a.m. on June 30
- ▶ Balances in petty cash & change funds on hand at June 30
- ▶ Cash on hand not originating from the rotary fund
- ▶ Cash held for others as a trustee or an agent
- ▶ Cash received & deposited at the bank by June 30, but posted by the bank after June 30.



# 8a - Cash

State Of Idaho  
Office Of The State Controller  
2019 GAAP Closing Procedures Manual

8A Cash GL 1003

Due Date: 07/18/2019

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

Current Status: Temporary

FY: 2019

FY End Date: 06/30/2019

## Fund Information

Fund Number:

Name of Fund:

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 feature below.)

Recalculate Variance

Variance:

Difference in %:

Difference in amount:

			Add Next Row		Remove Last Row	
Date of Receipt	STARS Transaction Code	Revenue Sub Object	Amount		Amount of Restricted Cash at June 30	
		TOTAL:				

Save Draft Approve Delete

Attachments Comments View Audit Trail View PDF

# Comments Feature

State Of Idaho  
Office Of The State Controller  
2019 GAAP Closing Procedures Manual

8A Cash GL 1003

Due Date: 07/18/2019

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

Current Status: Temporary

FY: 2019

FY End Date: 06/30/2019

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 feature below.)

Recalculate Variance

Variance:

Yes

Difference in %:

5900.00

Difference in amount:

\$590,000.00

Date of Receipt		STARS Transaction Code		Revenue Sub Object		Amount		Amount of Restricted Cash at June 30	
06/26/2019		101		5678			\$500,000.00		\$500,000.00
06/28/2019		100		5679			\$100,000.00		\$0.00
				TOTAL:			\$600,000.00		

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Example: The reason for the variance is due to sale on xyz asset & cash received on June 30 that was not deposited until July 1, 20xx.

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

Complete this CP if cash in outside bank accounts meets the \$50,000 threshold per fund.

Deposits in outside bank accounts include:

- ▶ Deposits with financial institutions that are not accounted for by the STO
- ▶ Certificates of deposit
- ▶ Deposits held for others in a trustee capacity or as an agent.



# 08b - Deposits in Outside Bank Accounts

State Of Idaho  
Office Of The State Controller  
2019 GAAP Closing Procedures Manual

8B Deposits in Outside Bank Accounts GL 1002

Due Date: 07/18/2019

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

Current Status: Temporary

FY: 2019

FY End Date: 06/30/2019

## 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 Balance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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## ***08 - Cash***



**Due Thursday, July 18<sup>th</sup>**

**Contact: Christy Anderson**

# ***10 - Investments***





## ***10 - Investments***

- ▶ **\$100,000 threshold per fund**



# ***10 - Investments***

## **Most Common Investments**

- ▶ Marketable securities
- ▶ Money market accounts
- ▶ Bonds
- ▶ Mutual Funds
- ▶ Repurchase agreements

# 10 - Investments

## Main Menu

## Current Closing Packages

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7. Capital Asset Questionnaire
8. Cash
  - 8a. Cash GL 1003
  - 8b. Deposits in Outside Bank Accounts GL 1002
9. Inventory
- 10. Investments**
11. Loans and Notes Receivable
12. Capital Assets
13. Capital Assets In Progress
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15. Unearned Revenue
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17. Accounts Receivable
18. Grants Receivable
19. Schedule of Expenditures of

State Of Idaho  
Office Of The State Controller  
2019 GAAP Closing Procedures Manual

10 Investments

Due Date: 07/11/2019

Agency Code: 260 Name of Agency: Department of Fish and Game Current Status: Temporary FY: 2019 FY End Date: 06/30/2019

Instructions - Click Here for 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"/> NAV <input type="radio"/> Level 2 <input type="radio"/> Amort Cost <input type="radio"/> Level 3 <input type="radio"/> Not Rated	<input type="radio"/> Level 1 <input type="radio"/> NAV <input type="radio"/> Level 2 <input type="radio"/> Amort Cost <input type="radio"/> Level 3 <input type="radio"/> Not Rated	<input type="radio"/> Level 1 <input type="radio"/> NAV <input type="radio"/> Level 2 <input type="radio"/> Amort Cost <input type="radio"/> Level 3 <input type="radio"/> Not Rated	<input type="radio"/> Level 1 <input type="radio"/> NAV <input type="radio"/> Level 2 <input type="radio"/> Amort Cost <input type="radio"/> Level 3 <input type="radio"/> Not Rated
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 matures in less than one year	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Amount of investment that matures	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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# 10 - Investments

10 Investments

Due Date: 07/11/2019

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

Current Status: Temporary

FY: 2019

FY End Date: 06/30/2019

Valuation Technique				
Identifying Number				
Date of Purchase				
Amount of investment that matures in less than one year				
Amount of investment that matures within 1-5 years				
Amount of investment that matures within 6-10 years				
Amount of investment that matures in 10+ Years (Please enter amounts and maturity in 5 year increments using the comments feature at the bottom of the screen).				
Fair Value reported on last year's closing package				
Investments Acquired this FY				
Investments Sold this FY				
Investment Fair Value at June 30				
Amount that is restricted as of June 30. (See Definitions)				
Accrued Earnings at June 30				

Save Draft

Approve

Delete

Attachments

Comments

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# ***10 - Investments***



**Due Thursday, July 11<sup>th</sup>**

**Contact: Christy Anderson**

The background features abstract geometric shapes in various shades of blue and grey. On the left, a dark grey triangle points downwards. On the right, a complex arrangement of overlapping triangles and polygons in different blue tones and grey shades creates a dynamic, layered effect.

# Review Questions



## *Review Question #17*

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

- a) \$100,000 per fund
- b) \$1 or more
- c) \$250,000
- d) \$50,000 per fund



## *Review Question #18*

Certificates of Deposit (CDs) should be reported on Closing Package #08 - Cash.

True

False





## *Review Question #19*

When is cash NOT considered to be restricted?

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



## *Review Question #20*

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 #21*

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

- a) \$100,000
- b) \$50,000
- c) \$1 or more
- d) \$50,000 per fund

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

# *11 - Loans & Notes Receivable*

Report:

- ▶ Loans & 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 11

[Instructions - Click Here for 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 06/30/2020)	<input type="text"/>
Amount of the receivables (principal portion only) due beyond one year (after 07/01/2020) Post-June 30th interest amounts are not needed.	<input type="text"/>
Amount of receivables deemed uncollectible (principal portion only) due beyond one year (after 07/01/2020)	<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, please briefly explain the reason for the variance in the Comments feature below).	<input type="text"/>

Recalculate Variance

Variance:

Difference in %:

Difference in amount:

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 ☐ No

If 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

*Fees Related to Purchase?*

If yes, note the total amount.

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

## ***17 - Accounts Receivable***



# 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 12

# 17 - Accounts Receivable

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

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
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

# 17 - Accounts Receivable

1. Total of Allowance for Uncollectible A/R and Unavailable Revenue should **NOT** equal more than the Total Accounts Receivable.

Example:

- Total Accounts Receivable = \$100,000
- Unavailable Revenue = \$75,000
- Allowance for Uncollectible Accounts = \$50,000
- Total A/R less Allowance for Uncollectible = \$50,000

The 'Total A/R less Allowance for Uncollectible Receivables' of \$50,000 is less than the 'Portion which is Unavailable Revenue' of \$75,000. Therefore, the 'Portion which is Unavailable Revenue' must be reduced to \$50,000 because the organization cannot defer what isn't or won't be available.

## ***18 - Grants Receivable***

## 18 - *Grants Receivable*

### Report:

- ▶ If 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

## GRANT INFORMATION

☐ Federal ☐ Other (city/county/or outside state) Federal or Other Grant Type?

Total Amount Reported in Prior Year:

Current Year Total:

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

Variance:

Difference in %:

Difference in amount:

Enter all grant receivable information into the following table. If a grant is a gift-type grant, check

In the table below, please note the following:

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

Gift-type Grants: Balance of grant awards for which the agency is eligible but has not received by June

				Show Next Row	Remove Last Row
Gift-Type Grant	Total Grants Receivable Balance	Portion Which is Revenue	Revenue Subobject	Portion which is Unavailable Revenue (Gov. funds only)	Allowance for Uncollectible Receivables
<input type="checkbox"/> Yes	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please provide the grants receivable balance that will not be collected within one year and a brief explanation in the Comments section	Allowance for uncollectible receivables for the grants to be collected after one year	Revenue Subobject
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

## *18 - Grants Receivable*

- ▶ \$50,000 threshold per fund
- ▶ Due Wednesday, September 11

## ***22 - Subsequent Events***



# 22 - Subsequent Events

## 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 15.32-42 of State and Local Governments Audit and Accounting Guide (AICPA, 2018 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, 2019, 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

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

## 22 - *Subsequent Events*

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*

- ▶ Due Thursday, October 17
- ▶ Please do NOT submit early

# Review Questions

## *Review Question #22*

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

Agency Code:  
300

Name of Agency: Industrial Commission

Current Status: Temporary

FY: 2019

FY End Date:  
06/30/2019

### Fund Information

Fund Number:

Name of Fund:

Current Year Total:

Total Amount of Advances 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:

Revenue Sub Object	Amount of Advance	Amount Expensed or Incurred	Remaining Balance	Add Next Row	Remove Last Row
				Was Grant Advance Restricted at June 30?	Was grant invested at June 30?
				<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Total:					



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

# 16 - Accounts Payable & Other Payables

- ▶ 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 11

# 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	GOVTL CLASS	PROP CLASS
	OPERATING EXPENSES (OBJECT)	5000		0	500
	COMMUNICATION COSTS (SUMMARY OBJ)	5000	5001	0	500
5010	ADIA	5000	5001	0	500
5020	POSTAL & MAIL	5000	5001	0	500
5023	EXPRESS MAIL / MESSENGER	5000	5001	0	500
5027	VOICE OVER INTERNET (VOIP)-STATE OWNED/OPERATED	5000	5001	0	500
5028	VOIP HOSTED	5000	5001	0	500
5029	DATA LINE CHARGES	5000	5001	0	500
5030	PHONE/FAX LOCAL LINE & EQUIPMENT CHARGES	5000	5001	0	500
5031	PHONE/FAX LONG DISTANCE	5000	5001	0	500
5032	RADIO EQUIPMENT - MOBILE RADIO	5000	5001	0	500
5033	CELLULAR/WIRELESS VOICE SERVICE	5000	5001	0	500
5034	TELEPHONE 800 SERVICE	5000	5001	0	500
5035	RADIO/VIDEO CONFERENCE CALLS	5000	5001	0	500
5036	RADIO EQUIPMENT - MICROWAVE	5000	5001	0	500

# Review Questions

## *Review Question #23*

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 #24*

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

True

False

## *Review Question #25*

Unavailable Revenue affects which type(s) of funds?


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

## ***14 - Interfund Payables***



# 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

- ▶ Please complete the report and attach it to the closing package
  - ▶ Due Monday, August 5
- 

[Attachments](#) [Comments](#) [View Audit Trail](#) [View PDF](#)

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

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

Long-term liabilities include the following:

- ▶ Bonds payable
- ▶ Notes payable for a period in excess of one year
- ▶ Claims & Judgments
- ▶ Bonds authorized but not yet issued
- ▶ Conduit debt
- ▶ Policy claim liabilities

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

Short-term Debt includes:

- ▶ Anticipation notes
- ▶ **Lines of credit\***
- ▶ Similar loans

## 05 - Long-Term Liabilities and Short-Term Debt

Due to new GASB guidance (*GASB No. 88 - Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements*) 2 new questions have been added to this closing package:

- ▶ 9a. Does your agency have any **UNUSED** lines of credit?
- ▶ 9b. Did your agency pledge any assets as collateral for debt?
- ▶ 10. Does your agency have any debt agreements with specified terms related to significant:
  - ▶ A. Events of default with finance related consequences?
  - ▶ B. Termination events with finance related consequences?
  - ▶ C. Subjective acceleration clauses?

## 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 9

# Review Questions



# Review Question #26

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)**