



FY 2022 YEAR-END TRAINING

Schedule K and K-1 Encumbrances

AUDITOR-CONTROLLER'S OFFICE

Presented By:

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SCHEDULES K AND K-1 - ENCUMBRANCES

What is an Encumbrance?

- ✓ An encumbrance is a special type of accounting transaction that anticipates a future expenditure from commitments related to contracts not yet performed, and purchase orders not yet filled.
- ✓ Funds are encumbered, or set aside, in a particular appropriation budgetary account for a specific future purpose.
- ✓ Encumbrances are used to control expenditure commitments for the year and to enhance cash management.
- ✓ An encumbrance is the first part of a three-part process for purchasing and paying for goods or services. (The other two parts are the Accounts Payable process and the Cash Disbursements process).

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SCHEDULES K AND K-1 REQUEST FOR ENCUMBRANCES

**We use two schedules to document
and record an Encumbrance**

Schedules K

Purchase Orders Only

Schedules K-1

**Other Commitments such as Contracts,
Form 11s, MOUs, Form 5s, H-11s.**

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SCHEDULES K AND K-1 REQUEST FOR ENCUMBRANCES

**What are the advantages of using an
Encumbrance System?**

- ✓ **An encumbrance requires that proper authorization must be obtained before a purchase takes place and before a financial commitment occurs.**
- ✓ **An encumbrance system is proactive rather than reactive since the Executive Office and the Board of Supervisors can approve, question, or if necessary, pre-empt a potential commitment of funds from taking place before a legal liability is incurred.**

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SCHEDULES K AND K-1 REQUEST FOR ENCUMBRANCES

What are the advantages of using an Encumbrance System?

- ✓ An encumbrance approval system recognizes budgetary constraints. By ensuring that the available balance in a budgetary account is sufficient to allow the purchase commitment, the organization is prevented from overspending before the commitment takes place. If a budgetary account lacks sufficient funds to place the encumbrance, management can take steps to adjust or revise its budgets if it wishes to move forward with the purchase.

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Schedules K and K-1 Request For Encumbrances

Only commitments with currently available budgeted appropriations can be encumbered. Requests for Encumbrances cannot exceed approved Net County Cost.

Approved Net County Cost

Actual Net County Cost

Budgeted Appropriations

Actual Expenditures

Less: Est. Dept. Revenues

Less: Actual Dept. Revenue

= Budgeted Net County Cost

= Actual Net County Cost



Cannot Exceed

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Schedules K and K-1 Request For Encumbrances

Events Not Qualifying For Request For Encumbrances:

- ✓ Goods or services received prior to or on June 30
 - These become liabilities
 - Pay through PeopleSoft by August 12, 2022 or
 - Accrue on Schedule A, G, or I
- ✓ Undelivered goods or services as of June 30 that are less than \$5,000
- ✓ **Requisitions** are requests and **Estimates** are just an estimate and neither qualify as a commitments or obligations.

Schedules K and K-1 Request For Encumbrances

PO Rollover

- ✓ Please let Helga Schweitzer (hschweitzer@rivco.org) know ASAP if your department for whatever reason wants to be excluded from the PO Rollover Process. Please note that this is regarding the regular PO Rollover process that will take place on June 25th, NOT the Blanket PO Rollover.

Schedules K and K-1 Request For Encumbrances

PO Rollover

✓ The PO Types that are included in the PO Rollover are:

✓ Supply	✓ Regular-G
	✓ Regular-S
✓ LVPA-G	✓ Lease
✓ LVPA-S	✓ Finance
✓ ELVPO-G	✓ Sole Src- G
✓ ELVPO-S	✓ Sole Src - S

✓ The PO must have a Status of Dispatched or Pending Approval

Schedules K and K-1 - Encumbrances

On July 6th, Encumbrances reports will be posted on the Auditor Controller website under “Reports”



Schedules K and K-1 - Encumbrances

Scroll down to the Year-End Publications folder and select the
Encumbrances (Schedule K) Listing



HOME ABOUT US DEPARTMENTAL DIVISIONS

Reports & Publications

Reports & Publications

- Annual Comprehensive Financial Report - The Auditor Controller's Office provides a Comprehensive Financial Report providing an overview of the County's financial activity. Copies of the report can be downloaded by selecting the links below required to view files.
- PAFR - Popular Annual Financial Report - Less in depth reporting of the County's Financial Report. Financial highlights of Riverside County's General Fund and financial position.
- ACO Newsletter
- Forms & Schedules
- GASB - Governmental Accounting Standards Board - Presentation on Standards
- Chart of Accounts
- Year-End Publications**
 - 2021 Year-End Closing Manual - The purpose of the Year-End Closing Manual is to provide uniformity and consistency in the procedures to be followed by all organizations within the County in the process of collecting and reporting year-end financial data.
 - 2021 YE Training Presentations
 - 2022 3rd Quarter Schedules
 - 2021 Encumbrance**
 - ACARC
 - AGARC
 - ANARC



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2022 YEAR-END TRAINING

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Schedules K and K-1

Request For Encumbrances

A listing of Schedule K reports will be displayed. Each listing is a link to Excel files that can be either saved to your own computer or printed.

2022 Encumbrance

ACARC
AGARC
ANARC
ASARC
AVARC
BDARC
CAARC
CCARC
CFARC
CSARC
DAARC

Department Reports



Budget Overview Results								Personalize Find View All First 1-5 of 5 Last		
	Ledger Group	Account	Fund	Dept	Budget Period	Budget	Expense	Encumbrance▼	Pre-Encumbrance	Available Budget
1	APPROP	420000			2021	292,935,469.000	222,790,732.230	63,241,516.210	2,842,862.040	4,060,356.750
2	APPROP	440000			2021	34,343,681.000	28,003,759.860	6,312,723.560	0.000	27,197.140



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2022 YEAR-END TRAINING

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Schedules K and K-1 Request For Encumbrances

- ✓ Save your Business Unit to your Computer
- ✓ There will be a tab for each of the reports:
 - RVPOA621D ~ Sorted by Business Unit, Dept ID and Account (Summary)
 - RVPOA621B ~ Sorted by Business Unit, PO, and PO Description (Detail)

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Schedules K and K-1 - Encumbrances

This is an example of what your Summary Schedule K report will look like

Schedule K Summary Report					
Business Unit	Fund	Dept ID	Approp	Total	Dept Approved Amount
ASARC	10000	1200100000	Approp 2	139,187.21	
		1200200000	Approp 2	198,614.01	
			Approp 4	130,500.00	
		1700100000	Approp 2	5,992.70	
	33600	1200400000	Approp 2	24,000.00	
ASARC Total				498,293.92	-
Department Head Approval Signature					DATE
Executive Office Approval Signature					DATE

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Schedules K and K-1 -Encumbrances

This is what your Detailed Schedule K Report will look like. You **Must** include support for new or partial POs that did not rollover to the new year.

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County of Riverside

Encumbrance Line Item Detail Report

Report ID: RVPOA621B - Sorted by Business Unit, Fund, Dept ID and Account with PO Description

	Bus Unit	Fund	Dept ID	Account	Program	Class	Project	PO No.	New PO #	Line	Reported Encumbrance Amount	Dept Requested Encumbrance Amount	PO Description
6	ASARC	10000	1200100000	525440		6477-		21-0009029	1		8,661.21		Print, Insert and Mailing services BPO
7	ASARC	10000	1200100000	525440		6477-		21-0009029	2		90,950.00		USPS Postal charges for Print, Insert and Mailing Services
8	ASARC	10000	1200100000	522310				21-0013315	1		14,176.00		Build existing A03 Herman Miller furniture
9	ASARC	10000	1200100000	523840		6392-		21-0020256	1		5,000.00		Pictometry Connect Gov 100 Package
10	ASARC	10000	1200100000	525440		6392-		21-0020679	1		20,400.00		QUOTE REFERENCE: TC_RV_101 DATED 2/25/2021 Artificial Intelligence and Machine Learning Project - Property Change Detection Change detection on 2016 and 2019 aerial imagery - Pipeline preparations and customization of AI models for Riverside County HISTORICAL INDEX
11	ASARC	10000	1200200000	525440		6307-	EMS10088	21-0027149	1		24,000.00		Invoice #: 204026 dated 4/20/2021 0876/2021-02/SEC GRD GTWY;
12	ASARC	10000	1200200000	525320		6307-		21-0030391	1		2,019.75		INVOICE #: 204152 DATED 5/4/2021 0876/2021-04/SEC GRD GTWY
13	ASARC	10000	1200200000	525320		6307-		21-0030392	1		2,037.35		ZC300 ID Card Printer
14	ASARC	10000	1200200000	523680		6307-		21-0023066	1		6,913.24		Printer Accessories - cleaning kit
15	ASARC	10000	1200200000	523680		6307-		21-0023066	2		65.25		Printer accessories - ink ribbon
16	ASARC	10000	1200200000	523680		6307-		21-0023066	3		474.37		BPO for Fraud Service Courtesy Notices
17	ASARC	10000	1200200000	525440		6307-		21-0001189	1		17,453.15		Sole Source Request
18	ASARC	10000	1200200000	523800		6307-		21-0013441	1		45,218.25		INVOICE #: INV-KT-000940 DATED 4/28/2021 1024/2021-02/MICROFILM IMAGES
19	ASARC	10000	1200200000	527510		6307-		21-0030547	1		17,732.78		FREIGHT FEES
20	ASARC	10000	1200200000	528180		6307-		21-0030547	2		187.65		INVOICE #: INV-KT-001266 DATED 5/28/2021 1024/2021-03/MICROFILM IMAGES
21	ASARC	10000	1200200000	527510		6307-		21-0030547	3		16,116.14		

ASARC

ASARC Detail

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Schedules K – Request For Encumbrances

How to complete Schedule K

- ✓ Review Schedule K Reports
- ✓ Determine appropriate encumbrance amount
- ✓ Complete Schedule K
- ✓ You do not need to submit multiple copies for each Fund and Dept ID
- ✓ Do Not include Schedule K-1 items on Schedule K
- ✓ Do Not change the amount in the Total column
- ✓ Do Not add columns to Schedule K
- ✓ Do Not include personally identifiable information to PO's that will be visible on Schedule K
- ✓ Send Excel Workbook and all NEW PO's (related to old year) and scanned copies of supporting documentation to ACOyearend@rivco.org

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SCHEDULES K & K-1 - REQUEST FOR ENCUMBRANCES

County of Riverside FY 2020 Encumbrance Summary Report Schedule K Summary Report

Business Unit	Fund	Dept ID	Approp	Total	Dept Approved Amount
HSARC	10000	2000100000	Approp 2	18,137.95	0.00
		4200100000	Approp 2	928,349.57	135,785.97
			Approp 4	72,753.75	0.00
	21841	4200200000	Approp 2	56,864.98	59,400.00
		4200100000	Approp 2	11,239.04	0.00
HSARC Total				1,087,345.29	195,185.97

Department Head Approval Signature

DATE

Isabel Michaelis

08/07/2020

Executive Office Approval Signature

DATE

Brian Soto

8/11/2020

* Please Remember to Include the following Reports with Dept Head Signature.
Report ID: RVPOA591 REMAINING ENCUMBRANCES REPORT
Report ID: RVPOA551 REMAINING PRE-ENCUMBRANCES RPT

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Pre-encumbrance and Encumbrance Schedules

- ✓ **Pre-encumbrances and encumbrances should be cleaned up as much as possible. Once the clean up is complete proceed with the following steps as a supplement to Schedule K and K-1:**
 - **Create a spreadsheet of all the remaining REQs and POs that are valid.**
 - **Print the spreadsheet and attach it to the RVPOA551 and RVPOA591.**

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Pre-encumbrance and Encumbrance Schedules

PeopleSoft – Report Manager Module

[Favorites](#) | [Main Menu](#) > [Reporting Tools](#) > [Report Manager](#)

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

View Reports For
 User ID: Type: Last Days
 Status: Folder: Instance: to:

Report List [Customize](#) [Find](#) [View All](#) [First](#) [1 of 2](#) [Last](#)

Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	6690855	5774740	Outstanding Encumbrances Rpt	05/20/2014 10:45:25AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	6690844	5774726	Outstanding Pre-Encumbrance	05/20/2014 10:44:27AM	Acrobat (*.pdf)	Posted	Details

Ensure that you have the PO Inquiry Roll to view these reports

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PRE-ENCUMBRANCE AND ENCUMBRANCE SCHEDULES SUPPORTING DOCUMENT – RVPOA551

County of Riverside											
REMAINING PRE-ENCUMBRANCES RPT											
Report ID: RVPOA551						Page No. 1					
						Run Date 06/01/2013					
						Run Time 21:09:18					
PO	S	B	P	H	BU	REQ ID	Line	ScheduleDistrib	REQ Amount	PO Amount	Remaining Amount
					AGARC	0000000037	3	1 1	\$8.75	\$0.00	\$8.75
					AGARC	0000000037	4	1 1	\$24.50	\$0.00	\$24.50
											\$33.25
	W				ASARC	0000003638	1	1 1	\$7,500.00	\$0.00	\$7,500.00
	W				ASARC	0000003638	1	1 2	\$7,500.00	\$0.00	\$7,500.00
					ASARC	0000003640	1	1 1	\$9,411.57	\$0.00	\$9,411.57
					ASARC	0000003645	1	1 1	\$8,854.82	\$0.00	\$8,854.82
					ASARC	0000003645	2	1 1	\$3,395.76	\$0.00	\$3,395.76
					ASARC	0000003645	3	1 1	\$10,779.52	\$0.00	\$10,779.52
					ASARC	0000003645	4	1 1	\$982.94	\$0.00	\$982.94
					ASARC	0000003645	5	1 1	\$1,170.34	\$0.00	\$1,170.34
											\$49,594.95
Y					DHARC	0000002568	2	1 1	\$67.88	\$46.31	\$21.57
Y	W				DHARC	0000002587	2	1 1	\$50.99	\$42.40	\$8.59
	W				DHARC	0000002589	1	1 1	\$692.17	\$0.00	\$692.17
Y	W				DHARC	0000002636	1	1 1	\$520.00	\$290.80	\$229.20
	W				DHARC	0000002759	1	1 1	\$146.10	\$0.00	\$146.10
	W				DHARC	0000002760	1	1 1	\$2.80	\$0.00	\$2.80
	W				DHARC	0000002760	2	1 1	\$107.50	\$0.00	\$107.50
	W				DHARC	0000002760	3	1 1	\$15.25	\$0.00	\$15.25
	W				DHARC	0000002760	4	1 1	\$181.95	\$0.00	\$181.95
	W				DHARC	0000002760	5	1 1	\$169.95	\$0.00	\$169.95
	W				DHARC	0000002760	6	1 1	\$105.90	\$0.00	\$105.90
	W				DHARC	0000002760	7	1 1	\$45.00	\$0.00	\$45.00
	W				DHARC	0000002760	8	1 1	\$75.00	\$0.00	\$75.00

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PRE-ENCUMBRANCE AND ENCUMBRANCE SCHEDULES

SUPPORTING DOCUMENT – RVPOA591

Here is encumbrance report showing both PO's for PeopleSoft and RivoPro.

Report ID: RVPOA591												
PeopleSoft REMAINING ENCUMBRANCES REPORT												
Page No. 1 Run Date 06/15/2019 Run Time 19:32:20												
V	R	B	P	H	BU	PO ID	Line	Schedule	Distrib	PO Amount	Posted Vouchers	Remaining Amount
Y <td>V<td>N<td>ACARC<td>0000001935<td>1<td>1<td>1<td><td><td>\$350.00<td>\$59.48<td>\$290.52</td></td></td></td></td></td></td></td></td></td></td></td>	V <td>N<td>ACARC<td>0000001935<td>1<td>1<td>1<td><td><td>\$350.00<td>\$59.48<td>\$290.52</td></td></td></td></td></td></td></td></td></td></td>	N <td>ACARC<td>0000001935<td>1<td>1<td>1<td><td><td>\$350.00<td>\$59.48<td>\$290.52</td></td></td></td></td></td></td></td></td></td>	ACARC <td>0000001935<td>1<td>1<td>1<td><td><td>\$350.00<td>\$59.48<td>\$290.52</td></td></td></td></td></td></td></td></td>	0000001935 <td>1<td>1<td>1<td><td><td>\$350.00<td>\$59.48<td>\$290.52</td></td></td></td></td></td></td></td>	1 <td>1<td>1<td><td><td>\$350.00<td>\$59.48<td>\$290.52</td></td></td></td></td></td></td>	1 <td>1<td><td><td>\$350.00<td>\$59.48<td>\$290.52</td></td></td></td></td></td>	1 <td><td><td>\$350.00<td>\$59.48<td>\$290.52</td></td></td></td></td>	<td><td>\$350.00<td>\$59.48<td>\$290.52</td></td></td></td>	<td>\$350.00<td>\$59.48<td>\$290.52</td></td></td>	\$350.00 <td>\$59.48<td>\$290.52</td></td>	\$59.48 <td>\$290.52</td>	\$290.52
Y <td>V<td>N<td>ACARC<td>0000001936<td>1<td>1<td>1<td><td><td>\$650.00<td>\$349.20<td>\$300.80</td></td></td></td></td></td></td></td></td></td></td></td>	V <td>N<td>ACARC<td>0000001936<td>1<td>1<td>1<td><td><td>\$650.00<td>\$349.20<td>\$300.80</td></td></td></td></td></td></td></td></td></td></td>	N <td>ACARC<td>0000001936<td>1<td>1<td>1<td><td><td>\$650.00<td>\$349.20<td>\$300.80</td></td></td></td></td></td></td></td></td></td>	ACARC <td>0000001936<td>1<td>1<td>1<td><td><td>\$650.00<td>\$349.20<td>\$300.80</td></td></td></td></td></td></td></td></td>	0000001936 <td>1<td>1<td>1<td><td><td>\$650.00<td>\$349.20<td>\$300.80</td></td></td></td></td></td></td></td>	1 <td>1<td>1<td><td><td>\$650.00<td>\$349.20<td>\$300.80</td></td></td></td></td></td></td>	1 <td>1<td><td><td>\$650.00<td>\$349.20<td>\$300.80</td></td></td></td></td></td>	1 <td><td><td>\$650.00<td>\$349.20<td>\$300.80</td></td></td></td></td>	<td><td>\$650.00<td>\$349.20<td>\$300.80</td></td></td></td>	<td>\$650.00<td>\$349.20<td>\$300.80</td></td></td>	\$650.00 <td>\$349.20<td>\$300.80</td></td>	\$349.20 <td>\$300.80</td>	\$300.80
Y <td>W<td>N<td>ACARC<td>19-0000045<td>1<td>1<td>1<td><td><td>\$13.99<td>\$13.60<td>\$0.39</td></td></td></td></td></td></td></td></td></td></td></td>	W <td>N<td>ACARC<td>19-0000045<td>1<td>1<td>1<td><td><td>\$13.99<td>\$13.60<td>\$0.39</td></td></td></td></td></td></td></td></td></td></td>	N <td>ACARC<td>19-0000045<td>1<td>1<td>1<td><td><td>\$13.99<td>\$13.60<td>\$0.39</td></td></td></td></td></td></td></td></td></td>	ACARC <td>19-0000045<td>1<td>1<td>1<td><td><td>\$13.99<td>\$13.60<td>\$0.39</td></td></td></td></td></td></td></td></td>	19-0000045 <td>1<td>1<td>1<td><td><td>\$13.99<td>\$13.60<td>\$0.39</td></td></td></td></td></td></td></td>	1 <td>1<td>1<td><td><td>\$13.99<td>\$13.60<td>\$0.39</td></td></td></td></td></td></td>	1 <td>1<td><td><td>\$13.99<td>\$13.60<td>\$0.39</td></td></td></td></td></td>	1 <td><td><td>\$13.99<td>\$13.60<td>\$0.39</td></td></td></td></td>	<td><td>\$13.99<td>\$13.60<td>\$0.39</td></td></td></td>	<td>\$13.99<td>\$13.60<td>\$0.39</td></td></td>	\$13.99 <td>\$13.60<td>\$0.39</td></td>	\$13.60 <td>\$0.39</td>	\$0.39
Y <td>V<td>N<td>ACARC<td>19-0000464<td>1<td>1<td>1<td><td><td>\$16.21<td>\$15.76<td>\$0.45</td></td></td></td></td></td></td></td></td></td></td></td>	V <td>N<td>ACARC<td>19-0000464<td>1<td>1<td>1<td><td><td>\$16.21<td>\$15.76<td>\$0.45</td></td></td></td></td></td></td></td></td></td></td>	N <td>ACARC<td>19-0000464<td>1<td>1<td>1<td><td><td>\$16.21<td>\$15.76<td>\$0.45</td></td></td></td></td></td></td></td></td></td>	ACARC <td>19-0000464<td>1<td>1<td>1<td><td><td>\$16.21<td>\$15.76<td>\$0.45</td></td></td></td></td></td></td></td></td>	19-0000464 <td>1<td>1<td>1<td><td><td>\$16.21<td>\$15.76<td>\$0.45</td></td></td></td></td></td></td></td>	1 <td>1<td>1<td><td><td>\$16.21<td>\$15.76<td>\$0.45</td></td></td></td></td></td></td>	1 <td>1<td><td><td>\$16.21<td>\$15.76<td>\$0.45</td></td></td></td></td></td>	1 <td><td><td>\$16.21<td>\$15.76<td>\$0.45</td></td></td></td></td>	<td><td>\$16.21<td>\$15.76<td>\$0.45</td></td></td></td>	<td>\$16.21<td>\$15.76<td>\$0.45</td></td></td>	\$16.21 <td>\$15.76<td>\$0.45</td></td>	\$15.76 <td>\$0.45</td>	\$0.45
Y <td>W<td>N<td>ACARC<td>19-0000466<td>1<td>1<td>1<td><td><td>\$18.37<td>\$17.77<td>\$0.60</td></td></td></td></td></td></td></td></td></td></td></td>	W <td>N<td>ACARC<td>19-0000466<td>1<td>1<td>1<td><td><td>\$18.37<td>\$17.77<td>\$0.60</td></td></td></td></td></td></td></td></td></td></td>	N <td>ACARC<td>19-0000466<td>1<td>1<td>1<td><td><td>\$18.37<td>\$17.77<td>\$0.60</td></td></td></td></td></td></td></td></td></td>	ACARC <td>19-0000466<td>1<td>1<td>1<td><td><td>\$18.37<td>\$17.77<td>\$0.60</td></td></td></td></td></td></td></td></td>	19-0000466 <td>1<td>1<td>1<td><td><td>\$18.37<td>\$17.77<td>\$0.60</td></td></td></td></td></td></td></td>	1 <td>1<td>1<td><td><td>\$18.37<td>\$17.77<td>\$0.60</td></td></td></td></td></td></td>	1 <td>1<td><td><td>\$18.37<td>\$17.77<td>\$0.60</td></td></td></td></td></td>	1 <td><td><td>\$18.37<td>\$17.77<td>\$0.60</td></td></td></td></td>	<td><td>\$18.37<td>\$17.77<td>\$0.60</td></td></td></td>	<td>\$18.37<td>\$17.77<td>\$0.60</td></td></td>	\$18.37 <td>\$17.77<td>\$0.60</td></td>	\$17.77 <td>\$0.60</td>	\$0.60
Y <td>V<td>N<td>ACARC<td>19-0001277<td>1<td>1<td>1<td><td><td>\$4.93<td>\$4.79<td>\$0.14</td></td></td></td></td></td></td></td></td></td></td></td>	V <td>N<td>ACARC<td>19-0001277<td>1<td>1<td>1<td><td><td>\$4.93<td>\$4.79<td>\$0.14</td></td></td></td></td></td></td></td></td></td></td>	N <td>ACARC<td>19-0001277<td>1<td>1<td>1<td><td><td>\$4.93<td>\$4.79<td>\$0.14</td></td></td></td></td></td></td></td></td></td>	ACARC <td>19-0001277<td>1<td>1<td>1<td><td><td>\$4.93<td>\$4.79<td>\$0.14</td></td></td></td></td></td></td></td></td>	19-0001277 <td>1<td>1<td>1<td><td><td>\$4.93<td>\$4.79<td>\$0.14</td></td></td></td></td></td></td></td>	1 <td>1<td>1<td><td><td>\$4.93<td>\$4.79<td>\$0.14</td></td></td></td></td></td></td>	1 <td>1<td><td><td>\$4.93<td>\$4.79<td>\$0.14</td></td></td></td></td></td>	1 <td><td><td>\$4.93<td>\$4.79<td>\$0.14</td></td></td></td></td>	<td><td>\$4.93<td>\$4.79<td>\$0.14</td></td></td></td>	<td>\$4.93<td>\$4.79<td>\$0.14</td></td></td>	\$4.93 <td>\$4.79<td>\$0.14</td></td>	\$4.79 <td>\$0.14</td>	\$0.14
Y <td>V<td>N<td>ACARC<td>19-0001942<td>1<td>1<td>1<td><td><td>\$32.71<td>\$31.81<td>\$0.90</td></td></td></td></td></td></td></td></td></td></td></td>	V <td>N<td>ACARC<td>19-0001942<td>1<td>1<td>1<td><td><td>\$32.71<td>\$31.81<td>\$0.90</td></td></td></td></td></td></td></td></td></td></td>	N <td>ACARC<td>19-0001942<td>1<td>1<td>1<td><td><td>\$32.71<td>\$31.81<td>\$0.90</td></td></td></td></td></td></td></td></td></td>	ACARC <td>19-0001942<td>1<td>1<td>1<td><td><td>\$32.71<td>\$31.81<td>\$0.90</td></td></td></td></td></td></td></td></td>	19-0001942 <td>1<td>1<td>1<td><td><td>\$32.71<td>\$31.81<td>\$0.90</td></td></td></td></td></td></td></td>	1 <td>1<td>1<td><td><td>\$32.71<td>\$31.81<td>\$0.90</td></td></td></td></td></td></td>	1 <td>1<td><td><td>\$32.71<td>\$31.81<td>\$0.90</td></td></td></td></td></td>	1 <td><td><td>\$32.71<td>\$31.81<td>\$0.90</td></td></td></td></td>	<td><td>\$32.71<td>\$31.81<td>\$0.90</td></td></td></td>	<td>\$32.71<td>\$31.81<td>\$0.90</td></td></td>	\$32.71 <td>\$31.81<td>\$0.90</td></td>	\$31.81 <td>\$0.90</td>	\$0.90
ACARC										\$1,086.11	\$492.41	\$593.70

Report ID: RVPOA591												
PeopleSoft REMAINING ENCUMBRANCES REPORT												
Page No. 22 Run Date 06/15/2019 Run Time 19:32:20												
V	R	B	P	H	BU	PO ID	Line	Schedule	Distrib	PO Amount	Posted Vouchers	Remaining Amount
V <td>N</td> <td></td> <td>DPARC<td>0000048732<td>1<td>1<td>1<td></td><td></td><td>\$1,000.50</td><td>\$0.00</td><td>\$1,000.50</td></td></td></td></td></td>	N		DPARC <td>0000048732<td>1<td>1<td>1<td></td><td></td><td>\$1,000.50</td><td>\$0.00</td><td>\$1,000.50</td></td></td></td></td>	0000048732 <td>1<td>1<td>1<td></td><td></td><td>\$1,000.50</td><td>\$0.00</td><td>\$1,000.50</td></td></td></td>	1 <td>1<td>1<td></td><td></td><td>\$1,000.50</td><td>\$0.00</td><td>\$1,000.50</td></td></td>	1 <td>1<td></td><td></td><td>\$1,000.50</td><td>\$0.00</td><td>\$1,000.50</td></td>	1 <td></td> <td></td> <td>\$1,000.50</td> <td>\$0.00</td> <td>\$1,000.50</td>			\$1,000.50	\$0.00	\$1,000.50
Y <td>W<td>N</td><td>DPARC<td>0000048732<td>2<td>1<td>1</td><td></td><td></td><td>\$50.00</td><td>\$0.00</td><td>\$50.00</td></td></td></td></td></td>	W <td>N</td> <td>DPARC<td>0000048732<td>2<td>1<td>1</td><td></td><td></td><td>\$50.00</td><td>\$0.00</td><td>\$50.00</td></td></td></td></td>	N	DPARC <td>0000048732<td>2<td>1<td>1</td><td></td><td></td><td>\$50.00</td><td>\$0.00</td><td>\$50.00</td></td></td></td>	0000048732 <td>2<td>1<td>1</td><td></td><td></td><td>\$50.00</td><td>\$0.00</td><td>\$50.00</td></td></td>	2 <td>1<td>1</td><td></td><td></td><td>\$50.00</td><td>\$0.00</td><td>\$50.00</td></td>	1 <td>1</td> <td></td> <td></td> <td>\$50.00</td> <td>\$0.00</td> <td>\$50.00</td>	1			\$50.00	\$0.00	\$50.00
W <td>N</td> <td></td> <td>DPARC<td>0000048733<td>1<td>1<td>1</td><td></td><td></td><td>\$293.30</td><td>\$0.00</td><td>\$293.30</td></td></td></td></td>	N		DPARC <td>0000048733<td>1<td>1<td>1</td><td></td><td></td><td>\$293.30</td><td>\$0.00</td><td>\$293.30</td></td></td></td>	0000048733 <td>1<td>1<td>1</td><td></td><td></td><td>\$293.30</td><td>\$0.00</td><td>\$293.30</td></td></td>	1 <td>1<td>1</td><td></td><td></td><td>\$293.30</td><td>\$0.00</td><td>\$293.30</td></td>	1 <td>1</td> <td></td> <td></td> <td>\$293.30</td> <td>\$0.00</td> <td>\$293.30</td>	1			\$293.30	\$0.00	\$293.30
Y <td>W<td>N</td><td>DPARC<td>19-00000002<td>6<td>1<td>1</td><td></td><td></td><td>\$221.20</td><td>\$221.19</td><td>\$0.01</td></td></td></td></td></td>	W <td>N</td> <td>DPARC<td>19-00000002<td>6<td>1<td>1</td><td></td><td></td><td>\$221.20</td><td>\$221.19</td><td>\$0.01</td></td></td></td></td>	N	DPARC <td>19-00000002<td>6<td>1<td>1</td><td></td><td></td><td>\$221.20</td><td>\$221.19</td><td>\$0.01</td></td></td></td>	19-00000002 <td>6<td>1<td>1</td><td></td><td></td><td>\$221.20</td><td>\$221.19</td><td>\$0.01</td></td></td>	6 <td>1<td>1</td><td></td><td></td><td>\$221.20</td><td>\$221.19</td><td>\$0.01</td></td>	1 <td>1</td> <td></td> <td></td> <td>\$221.20</td> <td>\$221.19</td> <td>\$0.01</td>	1			\$221.20	\$221.19	\$0.01
Y <td>W<td>N</td><td>DPARC<td>19-00000004<td>3<td>1<td>1</td><td></td><td></td><td>\$52.67</td><td>\$52.67</td><td>\$0.00</td></td></td></td></td></td>	W <td>N</td> <td>DPARC<td>19-00000004<td>3<td>1<td>1</td><td></td><td></td><td>\$52.67</td><td>\$52.67</td><td>\$0.00</td></td></td></td></td>	N	DPARC <td>19-00000004<td>3<td>1<td>1</td><td></td><td></td><td>\$52.67</td><td>\$52.67</td><td>\$0.00</td></td></td></td>	19-00000004 <td>3<td>1<td>1</td><td></td><td></td><td>\$52.67</td><td>\$52.67</td><td>\$0.00</td></td></td>	3 <td>1<td>1</td><td></td><td></td><td>\$52.67</td><td>\$52.67</td><td>\$0.00</td></td>	1 <td>1</td> <td></td> <td></td> <td>\$52.67</td> <td>\$52.67</td> <td>\$0.00</td>	1			\$52.67	\$52.67	\$0.00
Y <td>W<td>N</td><td>DPARC<td>19-00000005<td>1<td>1<td>1</td><td></td><td></td><td>\$6.37</td><td>\$6.31</td><td>\$0.06</td></td></td></td></td></td>	W <td>N</td> <td>DPARC<td>19-00000005<td>1<td>1<td>1</td><td></td><td></td><td>\$6.37</td><td>\$6.31</td><td>\$0.06</td></td></td></td></td>	N	DPARC <td>19-00000005<td>1<td>1<td>1</td><td></td><td></td><td>\$6.37</td><td>\$6.31</td><td>\$0.06</td></td></td></td>	19-00000005 <td>1<td>1<td>1</td><td></td><td></td><td>\$6.37</td><td>\$6.31</td><td>\$0.06</td></td></td>	1 <td>1<td>1</td><td></td><td></td><td>\$6.37</td><td>\$6.31</td><td>\$0.06</td></td>	1 <td>1</td> <td></td> <td></td> <td>\$6.37</td> <td>\$6.31</td> <td>\$0.06</td>	1			\$6.37	\$6.31	\$0.06
Y <td>W<td>N</td><td>DPARC<td>19-00000005<td>2<td>1<td>1</td><td></td><td></td><td>\$3.00</td><td>\$2.97</td><td>\$0.03</td></td></td></td></td></td>	W <td>N</td> <td>DPARC<td>19-00000005<td>2<td>1<td>1</td><td></td><td></td><td>\$3.00</td><td>\$2.97</td><td>\$0.03</td></td></td></td></td>	N	DPARC <td>19-00000005<td>2<td>1<td>1</td><td></td><td></td><td>\$3.00</td><td>\$2.97</td><td>\$0.03</td></td></td></td>	19-00000005 <td>2<td>1<td>1</td><td></td><td></td><td>\$3.00</td><td>\$2.97</td><td>\$0.03</td></td></td>	2 <td>1<td>1</td><td></td><td></td><td>\$3.00</td><td>\$2.97</td><td>\$0.03</td></td>	1 <td>1</td> <td></td> <td></td> <td>\$3.00</td> <td>\$2.97</td> <td>\$0.03</td>	1			\$3.00	\$2.97	\$0.03
Y <td>W<td>N</td><td>DPARC<td>19-00000005<td>3<td>1<td>1</td><td></td><td></td><td>\$5.58</td><td>\$5.53</td><td>\$0.05</td></td></td></td></td></td>	W <td>N</td> <td>DPARC<td>19-00000005<td>3<td>1<td>1</td><td></td><td></td><td>\$5.58</td><td>\$5.53</td><td>\$0.05</td></td></td></td></td>	N	DPARC <td>19-00000005<td>3<td>1<td>1</td><td></td><td></td><td>\$5.58</td><td>\$5.53</td><td>\$0.05</td></td></td></td>	19-00000005 <td>3<td>1<td>1</td><td></td><td></td><td>\$5.58</td><td>\$5.53</td><td>\$0.05</td></td></td>	3 <td>1<td>1</td><td></td><td></td><td>\$5.58</td><td>\$5.53</td><td>\$0.05</td></td>	1 <td>1</td> <td></td> <td></td> <td>\$5.58</td> <td>\$5.53</td> <td>\$0.05</td>	1			\$5.58	\$5.53	\$0.05
Y <td>W<td>N</td><td>DPARC<td>19-00000005<td>4<td>1<td>1</td><td></td><td></td><td>\$5.69</td><td>\$5.64</td><td>\$0.05</td></td></td></td></td></td>	W <td>N</td> <td>DPARC<td>19-00000005<td>4<td>1<td>1</td><td></td><td></td><td>\$5.69</td><td>\$5.64</td><td>\$0.05</td></td></td></td></td>	N	DPARC <td>19-00000005<td>4<td>1<td>1</td><td></td><td></td><td>\$5.69</td><td>\$5.64</td><td>\$0.05</td></td></td></td>	19-00000005 <td>4<td>1<td>1</td><td></td><td></td><td>\$5.69</td><td>\$5.64</td><td>\$0.05</td></td></td>	4 <td>1<td>1</td><td></td><td></td><td>\$5.69</td><td>\$5.64</td><td>\$0.05</td></td>	1 <td>1</td> <td></td> <td></td> <td>\$5.69</td> <td>\$5.64</td> <td>\$0.05</td>	1			\$5.69	\$5.64	\$0.05
Y <td>W<td>N</td><td>DPARC<td>19-00000005<td>5<td>1<td>1</td><td></td><td></td><td>\$25.53</td><td>\$25.30</td><td>\$0.23</td></td></td></td></td></td>	W <td>N</td> <td>DPARC<td>19-00000005<td>5<td>1<td>1</td><td></td><td></td><td>\$25.53</td><td>\$25.30</td><td>\$0.23</td></td></td></td></td>	N	DPARC <td>19-00000005<td>5<td>1<td>1</td><td></td><td></td><td>\$25.53</td><td>\$25.30</td><td>\$0.23</td></td></td></td>	19-00000005 <td>5<td>1<td>1</td><td></td><td></td><td>\$25.53</td><td>\$25.30</td><td>\$0.23</td></td></td>	5 <td>1<td>1</td><td></td><td></td><td>\$25.53</td><td>\$25.30</td><td>\$0.23</td></td>	1 <td>1</td> <td></td> <td></td> <td>\$25.53</td> <td>\$25.30</td> <td>\$0.23</td>	1			\$25.53	\$25.30	\$0.23
Y <td>W<td>N</td><td>DPARC<td>19-00000005<td>6<td>1<td>1</td><td></td><td></td><td>\$26.82</td><td>\$26.56</td><td>\$0.26</td></td></td></td></td></td>	W <td>N</td> <td>DPARC<td>19-00000005<td>6<td>1<td>1</td><td></td><td></td><td>\$26.82</td><td>\$26.56</td><td>\$0.26</td></td></td></td></td>	N	DPARC <td>19-00000005<td>6<td>1<td>1</td><td></td><td></td><td>\$26.82</td><td>\$26.56</td><td>\$0.26</td></td></td></td>	19-00000005 <td>6<td>1<td>1</td><td></td><td></td><td>\$26.82</td><td>\$26.56</td><td>\$0.26</td></td></td>	6 <td>1<td>1</td><td></td><td></td><td>\$26.82</td><td>\$26.56</td><td>\$0.26</td></td>	1 <td>1</td> <td></td> <td></td> <td>\$26.82</td> <td>\$26.56</td> <td>\$0.26</td>	1			\$26.82	\$26.56	\$0.26
Y <td>W<td>N</td><td>DPARC<td>19-00000015<td>1<td>1<td>1</td><td></td><td></td><td>\$78.30</td><td>\$77.58</td><td>\$0.72</td></td></td></td></td></td>	W <td>N</td> <td>DPARC<td>19-00000015<td>1<td>1<td>1</td><td></td><td></td><td>\$78.30</td><td>\$77.58</td><td>\$0.72</td></td></td></td></td>	N	DPARC <td>19-00000015<td>1<td>1<td>1</td><td></td><td></td><td>\$78.30</td><td>\$77.58</td><td>\$0.72</td></td></td></td>	19-00000015 <td>1<td>1<td>1</td><td></td><td></td><td>\$78.30</td><td>\$77.58</td><td>\$0.72</td></td></td>	1 <td>1<td>1</td><td></td><td></td><td>\$78.30</td><td>\$77.58</td><td>\$0.72</td></td>	1 <td>1</td> <td></td> <td></td> <td>\$78.30</td> <td>\$77.58</td> <td>\$0.72</td>	1			\$78.30	\$77.58	\$0.72

Report ID: RVPOA591										
PeopleSoft REMAINING ENCUMBRANCES REPORT										
Page No. 22 Run Date 06/15/2019 Run Time 19:32:20										
V	R	B	BP	P	H	BU	PO ID	Line	ScheduleDistrib	
PO Amount	Posted Vouchers	Remaining Amount								
Y	N	N	DPARC	0000048732	1	1	1	\$1,000.50	\$0.00	\$1,000.50
W	N	N	DPARC	0000048732	2	1	1	\$50.00	\$0.00	\$50.00
W	N	N	DPARC	0000048733	1	1	1	\$293.30	\$0.00	\$293.30
Y	W	N	DPARC	19-0000002	6	1	1	\$221.20	\$221.19	\$0.01
Y	W	N	DPARC	19-0000004	3	1	1	\$52.68	\$52.67	\$0.01
Y	W	N	DPARC	19-0000005	1	1	1	\$6.37	\$6.31	\$0.06
Y	W	N	DPARC	19-0000005	2	1	1	\$3.00	\$2.97	\$0.03
Y	W	N	DPARC	19-0000005	3	1	1	\$5.58	\$5.53	\$0.05
Y	W	N	DPARC	19-0000005	4	1	1	\$5.69	\$5.64	\$0.05
Y	W	N	DPARC	19-0000005	5	1	1	\$25.53	\$25.30	\$0.23
Y	W	N	DPARC	19-0000005	6	1	1	\$26.81	\$26.56	\$0.25
Y	W	N	DPARC	19-0000015	1	1	1	\$78.30	\$77.58	\$0.72

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Schedules K & K-1 Request for Encumbrances

- ✓ Completed Schedules K, K-1, Pre-Encumbrance & Encumbrance Reports along with all supporting documentation which is certified by department head by signing and dating the schedule.
- ✓ Submit the complete package to your management analyst at the County Executive Office by Friday, July 22, 2022.

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Schedules K and K-1 Request For Encumbrances

- ✓ **Approved Schedules K and K-1 are to be provided from the EO to the ACO by 8/11/22 for consolidation and calculation of:**
 - **FYE Encumbrance amounts**
 - **New year departmental increase in appropriations amounts**

Schedules K and K-1 Request For Encumbrance

- ✓ **ACO to provide summary data for FYE Encumbrance and new year departmental increase in appropriations to EO by 8/24/22**
- ✓ **EO to prepare and submit Form 11 for Board approval on 9/13/22**

FREQUENT ERRORS



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Frequent Schedule K and K-1 Errors

- ✓ No supporting documentation – Please not Form 11 & Form V numbers on the face of Schedule K-1
- ✓ Did not attached Form 11, Form 5, PO's that were not on Schedule K, etc.
 - ✓ If the PO is already included on Schedule K, you DO NOT have to provide another copy
- ✓ Do NOT change Total amount or added additional columns on Schedule K
- ✓ Do NOT include an item on both schedules
- ✓ Make sure amount on detail schedule ties to summary schedule
- ✓ If your intent is to encumber a PO, You must have that amount in the Dept Approved Amount Column on Schedule K – If you do not need to encumber any funds you do not need to submit it to EO and ACO
- ✓ You will ONLY submit these schedules if you are requesting to encumber funds

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Frequent Errors Request For Encumbrances

County of Riverside
FY 2015 Encumbrance Summary Report
Schedule K Summary Report

it	Fund	Dept ID	Approp	Total	Dept Approved Amount
10000	31401	Approp 2		150,264.00	
20000	31301	Approp 2		36,221.43	
	31305	Approp 2		135,490.00	
20008	31307	Approp 4		558,147.43	
20250	31101	Approp 2		6,212.61	
51335	905001	Approp 2		12,800.00	
51706	921100	Approp 2		4,512.00	
51710	921100	Approp 2		397.00	
51711	921100	Approp 2			
TLARC Total				901,735.00	

Department Head Approval Signature _____ DATE _____

Executive Office Approval Signature _____ DATE _____

County of Riverside
FY 2015 Encumbrance Summary Report
Schedule K Summary Report

it	Fund	Dept ID	Approp	Total	Dept Approved Amount
10000	31401	Approp 2		31,790.00	31,790.00
20008	31307	Approp 4		\$11,202.45	\$11,202.45
20250	31101	Approp 2		6,188.40	6,188.40
TLARC Total				\$49,180.85	

Department Head Approval Signature _____ DATE _____

Executive Office Approval Signature _____ DATE _____

* Please Remember to include the following Reports with Department Head Approval Signature:
Report ID: RVPOAS51 REMAINING ENCUMBRANCES REPORT
Report ID: RVPOAS51 REMAINING PRE-ENCUMBRANCES REPORT

Do Not Change Schedule K Report Totals, Only make changes in the Department Approved Amount Column

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Frequent Errors Request For Encumbrances

	B	C	D	E	F	G	I	O	Q	R	T	U	V	W
	Sch	Unit	Fund	Fund level 4	Dept	Level 4	Approp	Form 111 Form 5 etc	Reported Encumbrance Amount	Dept Requested Encumbrance Amount	EO/ACO Approved Encumbrance Amount	Final BOS Approved Encumbrance	AP Accrual	Comments
100	Sch K-1	I						Approp 3 FIM045220007027	\$ 193	\$ -				Project below \$5K threshold
101	Sch K-1	I						Approp 3 FIM045220007030	\$ 161	\$ -				Project below \$5K threshold
102	Sch K-1	I						Approp 3 FIM05220006750	\$ 89	\$ -				Project below \$5K threshold
103	Sch K-1	I						Approp 3 FIM05220006751	\$ 89	\$ -				Project below \$5K threshold

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Frequent Errors Request For Encumbrances

Year:	(a)	(b)	(c)	(d)	(e)	Contract/ Agreement Authorization		(f)
	Name of Individual, Business or Organization	Est.*	Commitment Amount * >\$5,000	Expenditure Account Code	Description of Goods/ Services To Be Received	Agenda Item	Agenda Date	Estimated Date Obligation Satisfied & Paid
RCIT	Estimate Need		\$72,089	520250	Install and configure 2 wireless Access Points one in each courtroom of the building.	Letter of Authorization		6/30/2015

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Frequent Errors Request For Encumbrances

Note: Line items MUST have a commitment amount equal to or greater than \$5,000. Please attach copies of Form 11's or excerpts of Contracts.								
Party Satisfying Commitment In New Year:		(a)	(b)	(c)	(d)	(e)	(f) Contract/ Agreement Authorization	(g) Estimated Date
Name of Individual, Business or Organization		Est.*	Commitment Amount * >\$5,000	Expenditure Account Code	Description of Goods/ Services To Be Received	Agenda Item	Agenda Date	Obligation Satisfied & Paid
County Purchasing	Est*	\$100,000	526520	Purchase three vehicles	3-65	07/25/14	7/30/2014	
County Purchasing	Est	\$15,000	546160	Purchase of Animals Boxes for Truck	3-65	07/25/14	7/30/2014	

IMPORTANT NOTE: If this form is not applicable, indicate its omission on Schedule N - the transmittal letter.

Prepared By: Mark Sigman

Phone No: 951-355-7800

Approved By: [Signature]

Recommendation 15: That the Board of Supervisors approve and direct the Auditor-Controller to make budget adjustments increasing appropriations and estimated revenue for the

Increase estimated revenue:		
10000-4200600000-790500	Operating transfer in	\$115,000
Increase appropriations:		
10000-4200600000-528920	Carpool expense	100,000
10000-4200600000-546160	Equipment other	15,000

The department continues to await resolution of a seven-year-old personnel case being negotiated by Human Resources that could result in a settlement of up to \$325,000. While the department would make every effort to absorb a settlement, it might require additional general fund support to cover such cost.

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Frequent Encumbrance Errors

County of Riverside REQUEST FOR ENCUMBRANCES

As of June 30, 2014
Due July 11, 2014
Available for Encumbrance
For Fiscal Year Ended June 30, 2014
Due: July 11, 2014 to CEO
July 21, 2014 to ACO

ACO AUDITOR
CONTROLLER
COUNTY OF RIVERSIDE

SCHEDULE K-1

(Refer to Year-end Closing Manual, Chapter 6)

Encumbrance commitment made by:

Fund No: 10000

Business Unit: HSARG

Dept ID: 4200100000

CEO Analyst Approval: *[Signature]*

A-C Budget Review: *[Signature]*

Funding Source: Budget

Fund Name: General Fund

Dept Name: Public Health

Date: 7/21/14

Date: 7/21/14

Date: 7/21/14

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Date: 7/21/14

Note: Line items MUST have a commitment amount equal to or greater than \$5,000. Please attach copies of Form 11's or excerpts of Contracts									
Party Satisfy	Year:	(b)	(c)	(d)	(e)	(f)	(g)		
Name of Individual, Business or Organization	Est *	Commitment Amount *	Expenditure Account Code	Description of Goods/ Services To Be Received	Contract/ Agreement Authorization	Agenda Item	Agenda Date	Estimated Date Obligation Satisfied & Paid	
Public Health 4200100000: 933000		\$470,210	522250	Antennas-Riverwalk Parkway	RCIT Cost Est. 03/25/14		8/14/13 2/7/14	2015	
WIC 4200101300: 6612: HS100004		\$10,153	522310	Tenant Improvement-Neighborhood WIC	Form 5		11/27/12	2015	
PH Lab 4200100900: 95000		\$58,098	522310	Remodel TB test section lab	Form 5		11/27/12	2015	
SCHEDULE K-1 TOTAL			\$538,460						

*If the amount due is estimated, attach an explanation of the method of computation.
IMPORTANT: If this form is not applicable, indicate its omission on Schedule N - the transmittal letter.

Prepared By: _____ Phone: 951-358-5054

Approved By: *[Signature]* Date: 7/10/2014

Revised 09/14

ACO AUDITOR
CONTROLLER
COUNTY OF RIVERSIDE

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2022 YEAR-END TRAINING

Frequent Errors Request For Encumbrances



RCIT Cost Estimate

Customer Estimate Cost Summary

Function and Activities	Estimated Monthly Recurring Costs	Estimated One-Time Costs
Cabling Infrastructure		\$ 208,320.00
Telephone Installation		\$ 16,280.00
Circuit Installation		\$ 85,980.00
Radio Installation		\$ 88,530.00
Telco Circuits Direct (billed by Telco)		
Analog Circuits	\$ 1,500.00	\$ 2,500.00
T1 Voice Circuits	\$ -	\$ -
Estimated Data Circuit Charges	\$ 3,000.00	\$ 3,000.00
Metro Ethernet Circuits	\$ -	\$ -
Contingency		\$ 41,640.00
Tax		\$ 21,550.00
Total Estimate Cost		\$ 470,210.00

Validity of Estimate

RCIT hereby affirms that the above pricing and engineering design is based upon current market pricing, Board approved rates, and industry standards. Estimates are valid for 30 days from the date of the proposal.

ACO AUDITOR
CONTROLLER
COUNTY OF RIVERSIDE

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2022 YEAR-END TRAINING

Frequent Errors Request For Encumbrances

To: Economic Development Agency, 3403 Tenth Street, Suite 400, Riverside, CA 92503
Instructions: Requestor

SECTION I - CONTACT, 1
Department, Entity or Company Name: **PROBATION Department RV984** Date: **5/29/2013** Phone: **951-2872**
Contact Person: **K. INFORS** E-Mail: **carolinfors@rcapd.us**

WORK LOCATION
Name of site: _____ Site Contact Name: **Courtney Johnson**
Building Address: **9999 County Farm Road** Site Contact Phone: **359-4367**
Riverside, CA 92503 Floor: _____ Room: _____

SCOPE OF WORK REQUESTED:
(Request to assess and replace AC units. Triple wide trailer, each with its own AAC unit.)

SECTION II - APPROVAL / ASSIGNMENT
ACTION TAKEN: ☒ APPROVAL ☐ DISAPPROVAL ☐ CANCEL ACCOMPLISHED BY: **PROJECT MANAGEMENT OFFICE**
PROJECT # _____ TASK # _____ REQUIRY # _____
RV984S CHY BLDG # _____ REQUEST RCVD DATE _____
Project Manager/Inspector/Lease Agent Assigned: **Nancy Cane**
Approval Authority: _____ Verbal approval by **Charles Waltman** Date: **06/06/13**
Signature: _____

SECTION III - COST DATA
Estimated By: **XXXXXX** Date: **6/18/13**
of Estimate: **29,120.00**
Total Estimate: **54,736.00**

SECTION IV - DEPARTMENT, ENTITY, OR COMPANY USE ONLY

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Frequent Errors Request For Encumbrances

	A	C	F	G	K	L	N	P	Q	R	S	V	W
	Schedule	Fund	Account	Approp	PO No	Agenda / Form 5	New PO #	Reported Encumbrance Amount	Dept Requested Encumbrance Amount	Desc	EO / ACD Approved Encumbrance Amount	Comments	
157	Schedule K	10000	527500	Approp 2	0000008046			1690.00	1690.00	Labor to install equipment	1690.00		
158	Schedule K	10000	527500	Approp 2	0000008046			3,772.29	3,772.29	Code 3 Equipment	3,772.29		
159	Schedule K	10000	527500	Approp 2	0000008047			1690.00	1690.00	Labor to install equipment	1690.00		
160	Schedule K	10000	527500	Approp 2	0000008047			3,772.29	3,772.29	Code 3 Equipment	3,772.29		
161	Schedule K	10000	523640	Approp 2	0000008043			3,424.68	3,424.68	HP Laser Jet Enterprise 600 M602dn (Part#CE9924M8)	3,424.68		
162	Schedule K	10000	523640	Approp 2	0000008043			950.40	950.40	HP Laser Jet 1500 Sheet Input Tray (Part#CE398A)	950.40		
163	Schedule K	10000	523640	Approp 2	0000008043			1,900.00	1,900.00	HP Laser Jet 1500 Sheet Input Tray Feeder (Part#CE398E)	1,900.00		
164	Schedule K	10000	523640	Approp 2	0000008039			9,646.88	9,646.88	HP Probook 640 G1 14" Intel Core5, 4GB RAM, 128GB	9,646.88		
165	Schedule K	10000	523640	Approp 2	0000008039			32.40	32.40	CA E-Waste	32.40		
166	Schedule K	10000	523640	Approp 2	0000008039			594.00	594.00	3 Yr Accidental NBD On site Coverage 3000 (BLJ44HE)	594.00		
167	Schedule K	10000	523640	Approp 2	0000008040			9,102.48	9,102.48	HP Laser Jet Enterprise 600 M602dn (Part#CE9924M8)	9,102.48		
168	Schedule K	10000	523640	Approp 2	0000008040			3,801.60	3,801.60	HP Laser Jet 1500 Sheet Input Tray (Part#CE398A)	3,801.60		
169	Schedule K	10000	523640	Approp 2	0000008040			1,900.00	1,900.00	HP Laser Jet 1500 Sheet Input Tray Feeder (Part#CE398E)	1,900.00		
170	Schedule K	10000	523640	Approp 2	0000008076			8,456.00	8,456.00	HP Laser Jet Enterprise 600 M602dn (Part#CE9924M8)	8,456.00		
171	Schedule K	10000	523640	Approp 2	0000008076			3,520.00	3,520.00	HP Laser Jet 1500 Sheet Input Tray (Part#CE398A)	3,520.00		
172	Schedule K	10000	523640	Approp 2	0000008076			1,760.00	1,760.00	HP Laser Jet 1500 Sheet Input Tray Feeder (Part#CE398E)	1,760.00		
173	Schedule K	10000	523640	Approp 2	0000008076			1,760.00	1,760.00	HP Laser Jet 1500 Sheet Input Tray Feeder (Part#CE398E)	1,760.00		
174	Schedule K	10000	523640	Approp 2	0000008076			1,760.00	1,760.00	HP Laser Jet 1500 Sheet Input Tray Feeder (Part#CE398E)	1,760.00		
175	Schedule K	10000	523640	Approp 2	0000008076			1,760.00	1,760.00	HP Laser Jet 1500 Sheet Input Tray Feeder (Part#CE398E)	1,760.00		
176	Schedule K	10000	523640	Approp 2	0000008076			1,760.00	1,760.00	HP Laser Jet 1500 Sheet Input Tray Feeder (Part#CE398E)	1,760.00		
177	Schedule K	10000	523640	Approp 2	0000008076			1,760.00	1,760.00	HP Laser Jet 1500 Sheet Input Tray Feeder (Part#CE398E)	1,760.00		
178	Schedule K	10000	523640	Approp 2	0000008076			1,760.00	1,760.00	HP Laser Jet 1500 Sheet Input Tray Feeder (Part#CE398E)	1,760.00		
179	Schedule K	10000	523640	Approp 2	0000008076			1,760.00	1,760.00	HP Laser Jet 1500 Sheet Input Tray Feeder (Part#CE398E)	1,760.00		
180	Schedule K	10000	523640	Approp 2	0000008076			1,760.00	1,760.00	HP Laser Jet 1500 Sheet Input Tray Feeder (Part#CE398E)	1,760.00		
181	Schedule K	10000	523640	Approp 2	0000008076			1,760.00	1,760.00	HP Laser Jet 1500 Sheet Input Tray Feeder (Part#CE398E)	1,760.00		
182	Schedule K	10000	523640	Approp 2	0000008076			1,760.00	1,760.00	HP Laser Jet 1500 Sheet Input Tray Feeder (Part#CE398E)	1,760.00		
183	Schedule K-1	10000	527500	Approp 2	0000008047			5,462.80	5,462.80	Initial code 3 equipment in vehicle (lens, horn and backup)	-	Included with Schedule K	
184	Schedule K-1	10000	527500	Approp 2	0000008046			5,462.80	5,462.80	Initial code 3 equipment in vehicle (lens, horn and backup)	-	Included with Schedule K	
185	Schedule K-1	10000	523640	Approp 2	PR2014-07607			6,275.00	3-HP Laserjet M602dn with tray and feeder	-	Included with Schedule K		
186	Sched K-1	10000	523640	Approp 2	PR2014-07608			4,615.00	4-HP Laserjet M602dn with tray and feeder	-	Included with Schedule K		
187	Schedule K-1	10000	523640	Approp 2	PR2014-07624			12,736.00	8-HP Laserjet M602dn with tray and feeder	-	Included with Schedule K		
188	Schedule K-1	10000	523640	Approp 2	PR2014-07627			1,000.00	1-HP Probook 640G1 Laptops	-	Included with Schedule K		
189				Approp 2 Total				55,440.80			55,044.80		
202													
203	Schedule K-1	10000	527500	Approp 2	0000008047			5,462.80	5,462.80	Initial code 3 equipment in vehicle (lens, horn and backup)	-	Included with Schedule K	
204	Schedule K-1	10000	527500	Approp 2	0000008046			5,462.80	5,462.80	Initial code 3 equipment in vehicle (lens, horn and backup)	-	Included with Schedule K	
205	Schedule K-1	10000	523640	Approp 2	PR2014-07607			6,275.00	3-HP Laserjet M602dn with tray and feeder	-	Included with Schedule K		
206	Sched K-1	10000	523640	Approp 2	PR2014-07608			4,615.00	4-HP Laserjet M602dn with tray and feeder	-	Included with Schedule K		
207	Schedule K-1	10000	523640	Approp 2	PR2014-07624			12,736.00	8-HP Laserjet M602dn with tray and feeder	-	Included with Schedule K		
208	Schedule K-1	10000	523640	Approp 2	PR2014-07627			1,000.00	1-HP Probook 640G1 Laptops	-	Included with Schedule K		
209				Approp 2 Total				55,044.80			55,044.80		

Frequent Errors Request For Encumbrances

Schedule	Account	Approp	Class	PO No	Reported Encumbrance Amount	Dept Requested Encumbrance Amount	Desc	EO / ACO Approved Encumbrance Amount	AP Accrual2	Comments
Schedule	528500	Approp 2	4125	0052434	16,000.00	16,000.00	PERFORM DESIGNS AND CONSTRU	-	AP Accrual	Picked up in AP Accrual
Schedule	528500	Approp 2	4125	0052436	28,000.00	14,000.00	PERFORM SERVICES FOR RORMC'S	-	AP Accrual	Picked up in AP Accrual
Schedule	528500	Approp 2	4125	0052437	6,000.00	6,000.00	PERFORM DESIGNS AND CONSTRU	-	AP Accrual	Picked up in AP Accrual

Accrual	Fund	Account	PO No.	Amount	Voucher ID	Invoice Date	Year	Vendor
1st	10000	528500		6,000.00	293485	6/6/2014	2015	93167
1st	10000	528500		14,000.00	292845	12/11/2013	2015	93167
1st	10000	528500		16,000.00	293425	6/2/2014	2015	93167



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Frequent Errors Request For Encumbrances

Schedule	Line	Reported Encumbrance Amount	Dept Requested Encumbrance Amount	Desc	EO / ACO Approved Encumbrance Amount	Comments
Schedule	3	3,000.94	3,000.94	200087 PAY INVOICE	1,096.00	Changed to reflect amount on PO
Schedule	1	3,000.73	3,000.73	500048 PAY INVOICES	2,400.00	Changed to reflect amount on PO

Schedule	PO No	Agenda / Form 5	Project #	Line	Reported Encumbrance Amount	Dept Requested Encumbrance Amount	Desc	EO / ACO Approved Encumbrance Amount	Comments
Schedule K-1		6/1/2014				(202,000.00)	State Allocation	-	I have no backup for this amount
Schedule K-1		6/1/2014				573,475.00	State Allocation	-	I have no backup for this amount
						371,475.00		-	
Schedule K-1		4/1/2014				27,308.00	Reimb:Sal,Ben& Other	-	I have no backup for this amount
Schedule K-1		4/1/2014				12,543.00	Reimb:Sal,Ben& Other	-	I have no backup for this amount
						20,851.00		-	



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Frequent Errors Request For Encumbrances

Schedule	Level 4	Account	Approp	Agenda / Form 5	Project #	Line	Reported Encumbrance Amount	Dept Requested Encumbrance Amount	Desc	EO / ACO Approved Encumbrance Amount	Comments
Schedule K-1	4200600000	527680	Approp 2	FM05420005767	2014005767			84,048.00	Installation of double digital sign at entranc	48,650.00	Balance Per EDA

Project	Project Budget	EDA Cost Incurred	Revenue Rec'd by Dept	Amount Due	Remaining Budget/ Accrual	Dept Chargeback Acctg String
FM05420005767	84,048.00	35,398.40	(10,139.41)	25,258.99	48,650	527680-10000-4200601300

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FREQUENT ERRORS REQUEST FOR ENCUMBRANCES

Hi Tanya,

From: Garcia, Daniel
Sent: Wednesday, August 10, 2016 3:29 PM
To: Harris, Tanya
Subject: RE: PO 971477

Hi Tanya,

The PO is 970477 and yes this was received on 6 May.

Thanks

Dan Garcia
Printing Services Management/Supply Services Manager
Purchasing and Fleet Services
(951) 955-4914

County Of Riverside
REQUEST FOR ENCUMBRANCES
As of June 30, 2016
One July 15, 2016
Available for Encumbrance
For Fiscal Year Ended June 30, 2016
From July 15, 2016 to CEO
July 25, 2016 to ACO

ACO AUDITOR
CONTROLLER
COUNTY OF RIVERSIDE

SCHEDULE K-1
(Refer to Year-end Closing Manual, Chapter 6)
Encumbrance commitment made by: _____
Fund No: 10000
Business Unit: SHARC
Dept ID: 25000000
CEO Analyst Approval: _____
A-C Budget Review: _____
Funding Source: 11192
Fund Name: Local Revenue Fund 2011
Dept Name: Sheriff's Department

Note: Line items MUST have a commitment amount equal to or greater than \$5,000.
Please attach copies of Form 11's or excerpts of Contracts

Party Satisfying Commitment in New Year	(1) Name of Individual, Business or Organization	(2) Commitment Amount * (\$5,000)	(3) Expenditure Account Code	(4) Description of General Services To Be Received	(5) Contract Agreement Authorization		(6) Estimated Date Completion Satisfies & Post
					Agency Item	Agency Date	
EDA-FM	Happy Services County Purchasing	\$134,488	536780	Add Additional Spaces	FM080200005612	08/07/13	
EDA-FM		\$52,330	523680	Additional Spaces Furniture	PO970477	02/28/16	
EDA-FM		\$761,759	536780	Print Looka HUI-11	FM080200005318	04/15/13	
SCHEDULE K-1 TOTAL		\$948,568					

*If the amount due is estimated, attach an explanation of the method of computation.
ENCUMBRANCE: If this form is not applicable, indicate by notation on Schedule K-1, the Encumbrance Total

Prepared By: Fanyan Zhang Phone No: 951-955-2715
Accountant: _____ Date: 7/14/16

PO's should go on Schedule K
Emitted Purchasing to see if completed by 6/30

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FREQUENT ERRORS

REQUEST FOR ENCUMBRANCES

ACO AUDITOR
CONTROLLER
COUNTY OF RIVERSIDE

County of Riverside

FY 2016 Encumbrance Summary Report
Schedule K Summary Report

Unit	Fund	Dept ID	Approp	Total	Dept Approved Amount
			Approp 2	11,700.00	
				11,700.00	

Department Head Approval Signature

DATE

7/8/16

Executive Office Approval Signature

DATE

7/10/16

* Please Remember to include the following Reports with Dept Head Signature
Report ID: RVPOA591 REMAINING ENCUMBRANCES REPORT
Report ID: RVPOA551 REMAINING PRE-ENCUMBRANCES RPT

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2022 YEAR-END TRAINING

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FREQUENT ERRORS REQUEST FOR ENCUMBRANCES

County of Riverside
REQUEST FOR ENCUMBRANCES
As of June 30, 2016
Due July 15, 2016
Available for Encumbrance
For Fiscal Year Ended June 30, 2016
Due: July 15, 2016 to CEO
July 25, 2016 to ACO

ACO AUDITOR
CONTROLLER
COUNTY OF RIVERSIDE

SCHEDULE K-1
(Refer to Year-end Closing Manual, Chapter 6)
Encumbrance commitment made by:
Fund No: 20000
Business Unit: ELARC
Dept ID: 3130100000

CEO Analyst Approval: *[Signature]*
A-C Budget Review: *[Signature]*
Funding Source: *[Signature]*
Fund Name: Transportation Operations
Dept Name: Transportation

Date: 7/12/16
Page: 1 of 1

Note: Line items MUST have a commitment amount equal to or greater than \$5,000.
Please attach copies of Form 11's or excerpts of Contracts

(a) Party Satisfying Commitment In New Year	(b) Name of Individual, Business or Organization	(c) Commitment Amount * >\$5,000	(d) Expenditure Account Code	(e) Description of Goods/ Services To be Received	(f) Contract/ Agreement Authorization		(g) Estimated Date Obligation Satisfied & Paid
					Agenda Item	Agenda Date	
	Crossroads Software, Inc.	\$230,000	546250	Provide a GIS based Countywide Traffic Collision Records System	81A3/00	6/30/16	9/30/2016
SCHEDULE K-1 TOTAL		\$230,000					

*If the amount due is estimated, attach an explanation of the method of computation.
IMPORTANT: If this form is not applicable, indicate its omission on Schedule N - the transmittal letter.

Prepared By: Kristiana Johnson

Phone No.: 951-955-1837

Approved By: *[Signature]*

Date: 7-8-16

Issued 03/10

ACO AUDITOR
CONTROLLER
COUNTY OF RIVERSIDE

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2022 YEAR-END TRAINING

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FREQUENT ERRORS REQUEST FOR ENCUMBRANCES

Name of Individual, Business, or Organization	Fund	Amount	Expenditure Account	Description of Goods/Services to be received	Contract/Agreement Authorization	Estimated Payment Date
RDO Tractor Company		\$93,960	548340	John Deere 5100M Tractor as per RFQ Specs	Item Date PENDING 1/15/2016	8/30/2016
SCHEDULE K-1 TOTAL		\$93,960				

Denied -
P.O. is Dated
7/25



COUNTY OF RIVERSIDE
Purchasing and Fleet Services Department
2680 Washington St
Riverside, CA 92504
Phone: (951) 955-4327
Fax: (951) 955-3730

Page: 1 of 3

PURCHASE ORDER

- Packaging Slip showing P.O. number and contents must accompany each shipment.
 - No charge for packaging or storage will be allowed except when specified in order.
 - No partial shipments except when specified in this order.
 - THIS ORDER EXPRESSLY LIMITS ACCEPTANCE TO THE TERMS OF THIS ORDER. ANY ADDITIONAL OR DIFFERENT TERMS PROPOSED BY THE SELLER ARE REJECTED UNLESS EXPLICITLY AGREED TO BY THE BUYER.

- SHIP TO THE ADDRESS SHOWN BELOW. SHOW PURCHASE ORDER NUMBER AND ORDERING DEPARTMENT.
 - Get all items within 10 days of receipt of inspection report (unless otherwise noted on RFQ).
 - SHIP TO: Seller shall provide material safety data sheets for each product containing hazardous substances as listed by Cal OSHA 1910.1200, Title 29, Section 1910 and other codes.
 - It shall be the seller's responsibility to ensure proper packaging and shipping methods and to provide proof of insurance before shipping.

Date	Email Dispatch
2016-07-25	Revision
Freight Terms	Ship Via
FOB: DESTROY	RECEIVED
Phone	Country
	UNITED STATES

ACC AUDITOR-CONTROLLER
COUNTY OF RIVERSIDE

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2022 YEAR-END TRAINING

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FREQUENT ERRORS REQUEST FOR ENCUMBRANCES

County of Riverside FY 2016 Encumbrance Summary Report Schedule K Summary Report

Unit	Fund	Dept ID	Approp	Total	Adjusted Sc from CAARC	Dept Approved Amount
			Approp 2	5,402.40	288,773.50	238,179.90
			Approp 2	56,900.00	184,600.00	0.00
			Approp 2		132,774.50	122,774.50
CAARC Total				61,802.40	295,546.00	256,948.40

Department Head Approval Signature

DATE



COUNTY OF RIVERSIDE
Purchasing and Fleet Services Department
2680 Washington St
Riverside, CA 92504
Phone: (951) 955-4327
Fax: (951) 955-3730

Page: 1 of 2

PURCHASE ORDER

- Packaging Slip showing P.O. number and contents must accompany each shipment.
 - No charge for packaging or storage will be allowed except when specified in order.
 - No partial shipments except when specified in this order.
 - THIS ORDER EXPRESSLY LIMITS ACCEPTANCE TO THE TERMS OF THIS ORDER. ANY ADDITIONAL OR DIFFERENT TERMS PROPOSED BY THE SELLER ARE REJECTED UNLESS EXPLICITLY AGREED TO BY THE BUYER.

- SHIP TO THE ADDRESS SHOWN BELOW. SHOW PURCHASE ORDER NUMBER AND ORDERING DEPARTMENT.
 - Get all items within 10 days of receipt of inspection report (unless otherwise noted on RFQ).
 - SHIP TO: Seller shall provide material safety data sheets for each product containing hazardous substances as listed by Cal OSHA 1910.1200, Title 29, Section 1910 and other codes.
 - It shall be the seller's responsibility to ensure proper packaging and shipping methods and to provide proof of insurance before shipping.

Date	Dispatch Via Email
2016-05-05	Revision
Freight Terms	Ship Via
FOB: DESTROY	RECEIVED
Phone	Country
	UNITED STATES

Vendor: 0000257197
0001
12851 1801 St
Cerritos, CA 90703
United States

Ship To: 0002 0000
County of Riverside
Purchasing
2680 Washington St
Riverside, CA 92504
United States

Attention: Not Specified

Bill To: County of Riverside
Community Admin
Purchasing
2680 Washington St
Riverside, CA 92504
United States

ACC AUDITOR-CONTROLLER
COUNTY OF RIVERSIDE

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2022 YEAR-END TRAINING

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Scenario

The Probation wants to redesign their lobby and reception area for safety and ergonomic purposes. They have an approved Form 5 for the project total of \$281,228 which was not completed as of yearend. There was no purchase order created for the project. The department would like the remaining budget of \$54,596 to be rolled over to the following fiscal year.



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SCHEDULE K-1 - ENCUMBRANCES

County Of Riverside
REQUEST FOR ENCUMBRANCES
As of June 30, 2015
Due July 10, 2015
Available for Encumbrance
For Fiscal Year Ended June 30, 2014
Due: July 10, 2015 to CEO
July 20, 2015 to ACO

RIVERSIDE COUNTY
AUDITOR-CONTROLLER
2015 JUL 15 AM 11:25

ACO AUDITOR
CONTROLLER
COUNTY OF RIVERSIDE

SCHEDULE K-1
(Refer to Year-end Closing Manual, Chapter 6)
Encumbrance commitment made by: _____
Fund No: 10000
Business Unit: PRARC
Dept ID: 2605200000
Funding Source: _____
Fund Name: General Fund
Dept Name: Probation Department
Page 1 of 1

CEO Analyst Approval: _____ Date: _____
A-C Budget Review: _____ Date: _____

Note: Line items MUST have a commitment amount equal to or greater than \$5,000.
Please attach copies of Form 11's or excerpts of Contracts

(a) Party Satisfying Commitment in New Year: Name of Individual, Business or Organization	(b) Est.*	(c) Commitment Amount * >\$5,000	(d) Expenditure Account Code	(e) Description of Goods/ Services To Be Received	(f) Contract/ Agreement Authorization BOS		(g) Estimated Date Obligation Satisfied & Paid
					Agenda Item	Agenda Date	
EDA/Facilities Management Riverside County Information Technology (RCIT)		\$54,596 \$119,700	537040 520250	Juvenile Services Division - Redesign the lobby/reception area for safety and ergonomics. New Banning Office lease - computer and cable installation.	Form 5 3.13	01/15/14	6/30/2016 6/30/2016
SCHEDULE K-1 TOTAL		\$174,296					

*If the amount due is estimated, attach an explanation of the method of computation.
IMPORTANT: If this form is not applicable, indicate its omission on Schedule N - the transmittal letter.

Prepared By: Cherilyn Williams, ASM II Phone No: (951) 955-2981
Approved By: Roanrio R. Rull, ACO Date: 7/10/2015
for Mark A. Hake, Chief Probation Officer

ACO AUDITOR
CONTROLLER
COUNTY OF RIVERSIDE

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2022 YEAR-END TRAINING

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(FORM REQUEST) (FORM-5)

To Economic Development Agency, 3401 Trent Street, Suite 800; Riverside, CA 92561
Instructions: Requestor will complete Section I only. Forward Original to Economic Development Agency.

SECTION I - CONTACT, WORK LOCATION AND SCOPE OF WORK INFORMATION

Department, Entity or Company Name Probation Department Date: 09/20/14 Phone: 951-352-2872
Contact Person Contact Weatherpspoon E-Mail: weather@rcginc.com

WORK LOCATION

Name of site Juvenile Probation Site Contact Name: Patty Mendez
Building Address: 9889 County Farm Rd Room:
Riverside Floor: 951-339-4311

SCOPE OF WORK REQUIRED:

[Estimate to redesign the job location information area for safety and ergonomics; patch and paint the entire facility, install new window coverings, and new carpet. There will also be additional space that we would like reviewed for retrofitting. Work may be done in multiple phases.] Requesting Nancy Cano

SECTION II - APPROVAL / SIGNATURE SHEET

ECONOMIC DEVELOPMENT AGENCY USE ONLY - DO NOT WRITE IN THESE AREAS

ACTION TAKEN	ACCOMPLISHED BY:	FMS#S20060544 PROJECT SORT #	SF NUMBER PROJ #
<input type="checkbox"/> APPROVAL DISAPPROVAL CANCEL	<input checked="" type="checkbox"/> PROJECT MANAGEMENT OFFICE <input type="checkbox"/> MAINTENANCE <input type="checkbox"/> REAL ESTATE	TASK # OR TRVST # ONLY IF RLSO #	REQUEST # RECEIVED DATE

Project Manager/Inspector/site Agent Assigned Nancy Cano

Approval Authority: Sergio Pina (Original Signature on File) Date: 09/20/14

SECTION III - COST DATA

Note: This estimate expires 45 days from Date of Estimate.
Estimated By: Nancy C Date: 9/16/14 Total Estimate \$: 284,238.00

Remarks: _____

SECTION IV - DEPARTMENT ENTITY OR COMPANY APPROVAL TO PROCEED

Chester W Williams, Jr., 12/18/14 Cherylun Williams
Authorizing signature and date Name of authorizing individual (print)
Adwin Sanches Mgr IT Title of authorizing individual (print)

FUNDING SOURCE(S) [EVENING] 6600 : 2600000000

1 Digit Account	5 Digit Fund	10 Digit Dept	5 Digit Program	4 Digit Class	5 Digit Location	Project Grant
	PUNES					

Sch	Unit	Fund	Dept	Form 11 / Form 5 etc	Dept Requested Encumbrance Amount	EO / ACO Approved Encumbrance Amount	Comments
Sch K-1	PRARC	10000	2600100000	FM052600006611	\$ 51,094.00	\$ 51,094.00	Amount is correct.
Sch K-1	PRARC	10000	2600100000	FM052600004208	\$ 26,056.00	\$ 26,056.00	Amount is correct.
Sch K-1	PRARC	10000	2600100000	FM052600005878	\$ 41,848.00	\$ 41,848.00	Amount is correct.
Sch K-1	PRARC	10000	2600100000	FM052600005970	\$ 11,137.00	\$ 11,137.00	\$ 47,348.00
Sch K-1	PRARC	10000	2600100000	FM052600006039	\$ 22,985.00	\$ 22,985.00	Amount is correct.
Sch K-1	PRARC	10000	2600100000	FM052600006499	\$ 5,888.00	\$ 5,888.00	Amount is correct.
Sch K-1	PRARC	10000	2600200000	FM052600006544	\$ 54,596.00	\$ 54,596.00	Amount is correct.
Sch K-1	PRARC	10000	2600100000	FM052600006915	\$ 10,678.00	\$ 10,678.00	Amount is correct.
Sch K-1	PRARC	10000	2600100000	FM052600006942	\$ 174,440.00	\$ 174,440.00	Amount is correct.
Sch K-1	PRARC	10000	2600100000	FM052600006965	\$ 71,408.00	\$ 71,408.00	Amount is correct.
Sch K-1	PRARC	10000	2600100000	FM082600006829	\$ 499,745.00	\$ 499,745.00	\$ 444,372.00
Sch K-1	PRARC	10000	2600100000	FM082600007008	\$ 441,691.00	\$ 441,691.00	\$ 498,468.00

Properly completed Schedule K

County of Riverside

FY 2018 Encumbrance Summary Report
Schedule K Summary Report

Business Unit	Fund	Dept ID	Approp	Total	Dept Approved Amount
TSARC	21050	5200100000	Approp 3	30,000.00	62,390.51
TSARC Total				30,000.00	62,390.51

Department Head Approval Signature

DATE

Tanya S. Harris 7/7/18

Executive Office Approval Signature

DATE

Executive Office 7/10/18

* Please Remember to Include the following Reports with Dept Head Signature
Report ID: RVPOAS91 REMAINING ENCUMBRANCES REPORT
Report ID: RVPOAS51 REMAINING PRE-ENCUMBRANCES RPT

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Properly completed Schedule K

County of Riverside

Encumbrance Line Item Detail Report

Report ID: RVPOA621B - Sorted by Business Unit, Fund, Dept ID and Account with PO Description

Business Unit	Fund	Dept ID	Account	Program	Class	Project	PO No.	New PO #	Line	Reported Encumbrance Amount	Dept Requested Encumbrance Amount	PO Description from RVPOA62_LN
TSARC	21050	5200100000	536240	54375			0000009326		1	15,000.00		EMPLOYEE ENGAGEMENT SERVICES
TSARC	21050	5200100000	536240	54375			0000009326		1	15,000.00		EMPLOYEE ENGAGEMENT DELEGATE AGENCY
TSARC	21050	5200100000	523840				0000009326		1		33,100.35	HP PROBOOK NOTEBOOK
TSARC	21050	5200100000	523840				0000009326		2		4,320.00	HP CARE PACK 3 YEAR SERVICE
TSARC	21050	5200100000	523840				0000009333		3		6,575.00	LICENSE
TSARC	21050	5200100000	523840				0000009333		4		324.00	E-WASTE
TSARC	21050	5200100000	523840				0000009333		1		17,128.13	HP ELITEDESKTOP
TSARC	21050	5200100000	523840				0000009333		2		628.03	MOUNTING BRACKET
TSARC	21050	5200100000	523840				0000009333		3		315.00	HP CARE PACK HARDWARE SUPPORT
CAARC Total										30,000.00	62,390.51	

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Properly completed Schedule K-1

County Of Riverside
REQUEST FOR ENCUMBRANCES
As of June 30, 2018
Due July 13, 2018
Available for Encumbrance
For Fiscal Year Ended June 30, 2018
Due: July 13, 2018 to CEO
July 23, 2018 to ACO

ACO AUDITOR
COUNTY OF RIVERSIDE

SCHEDULE K-1
(Refer to Year-end Closing Manual, Chapter 6)
Encumbrance commitment made by: _____
Fund No: 10000
Business Unit: TTARC
Dept ID: 1400100000

CEO Analyst Approval: [Signature] Date: 7/11/18
A-C Budget Review: _____
Funding Source: _____
Fund Name: General Fund
Dept Name: Treasurer-Tax Collector

Page _____ of _____

Note: Line Items MUST have a commitment amount equal to or greater than \$5,000.
Please attach copies of Form 11's or excerpts of Contracts

(a) Party Satisfying Commitment In New Year: Name of Individual, Business or Organization	(b) Est.	(c) Commitment Amount * >\$5,000	(d) Expenditure Account Code	(e) Description of Goods/ Services To Be Received	(f) Contract/ Agreement Authorization BOS		(g) Estimated Date Obligation Satisfied & Paid
					Agenda Item	Agenda Date	
FIS Avantgard LLC		\$324,000	525440	Additional cost necessary to customize the base system of the Quantum Treasury software to meet our customized accounting needs.	3.40	06/12/18	06/30/2019
SCHEDULE K-1 TOTAL		\$324,000					

***If the amount due is estimated, attach an explanation of the method of computation.**
IMPORTANT: If this form is not applicable, indicate its omission on Schedule N - the transmittal letter.

Revised 03/10
Prepared By: Denise Brown Phone No.: 951-955-3999
Approved By: [Signature] Date: 7/5/18

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2022 YEAR-END TRAINING

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Properly completed Schedule K-1

County Of Riverside
REQUEST FOR ENCUMBRANCES
As of June 30, 2018
Due July 13, 2018
Available for Encumbrance
For Fiscal Year Ended June 30, 2018
Due: July 13, 2018 to CEO
July 23, 2018 to ACO

ACO AUDITOR
COUNTY OF RIVERSIDE

SCHEDULE K-1
(Refer to Year-end Closing Manual, Chapter 6)
Encumbrance commitment made by: _____
Fund No: 10000
Business Unit: ACARG
Dept ID: 1300190000

CEO Analyst Approval: [Signature] Date: 7/16/18
A-C Budget Review: _____
Funding Source: Dept Funds
Fund Name: 10000
Dept Name: Auditor-Controller

Page _____ of _____

Note: Line Items MUST have a commitment amount equal to or greater than \$5,000.
Please attach copies of Form 11's or excerpts of Contracts

(a) Party Satisfying Commitment In New Year: Name of Individual, Business or Organization	(b) Est.	(c) Commitment Amount * >\$5,000	(d) Expenditure Account Code	(e) Description of Goods/ Services To Be Received	(f) Contract/ Agreement Authorization BOS		(g) Estimated Date Obligation Satisfied & Paid
					Agenda Item	Agenda Date	
EDA		\$18,500	546140	Conference Room Bench Seats	Form 5 2018030162		8/15/2018
SCHEDULE K-1 TOTAL		\$18,500					

***If the amount due is estimated, attach an explanation of the method of computation.**
IMPORTANT: If this form is not applicable, indicate its omission on Schedule N - the transmittal letter.

Prepared By: Brian Burkland Phone No.: 951-955-0839
Approved By: [Signature] Date: 7/17/18
[Signature] 7/24/18

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2022 YEAR-END TRAINING

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Question for Schedule K & K1

The Emergency Management Department has requisitioned over \$400K in ventilators through RIVCO Pro?

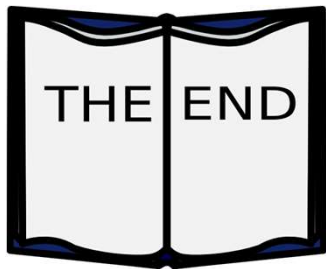
Does this qualify for Encumbrance?
Which Schedule do you use and why?



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Schedules K and K-1

Request For Encumbrances



Submit Schedule and Supporting Documents *electronically* to
acoyearend@rivco.org

Questions?
Submit them by email to
acoyearend@rivco.org

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QUESTIONS ?

- If you have any general questions you can type them in the Chat box. Any department specific questions please email them to acoyearend@RIVCO.ORG

