

Schedule P Bank Accounts Controlled by a Department

Due Date:

√ July 22nd, 2022



Updates:

- √ We are still paperless
- √ Schedule P are to be forward to the Reporting Team
- ✓ Do not include AP-6 forms on the Schedule P

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Bank Accounts Controlled by a Department

Required attachments:

- √ Schedule P questionnaire
- ✓ Copy of "AP5-Request To Establish a Bank Account" form
 - ✓ Only if it is a new account or the AP5 has not been submitted in the past.
- ✓ June bank statement
- √ June bank reconciliation
- √ Copy of authorized bank signature card
- √ Top 10 collection sites (if required)

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Schedule P

Bank Accounts Controlled by a Department

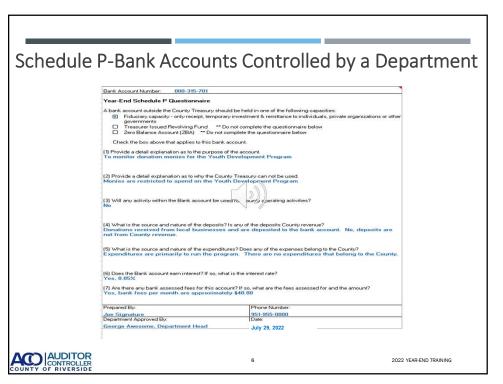
Scenario

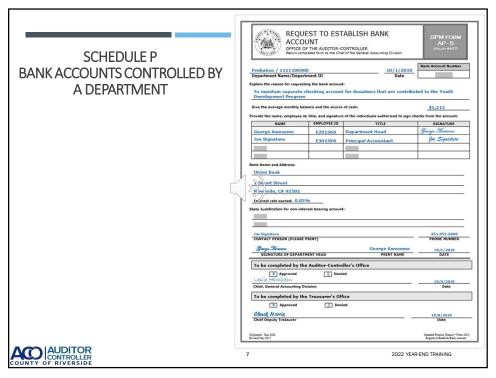
Probation Department had one bank account during the fiscal year at Union Bank. The account was opened October 11, 2010 and the balance of the bank account as of June 30, 2022 was \$3,602.30.

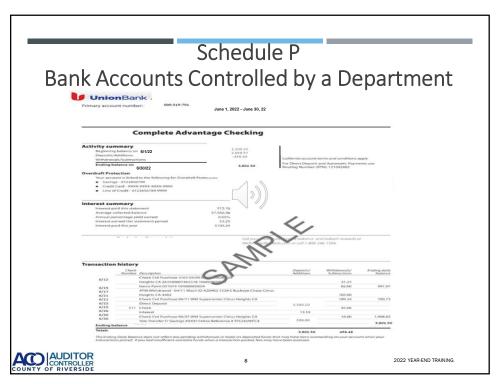
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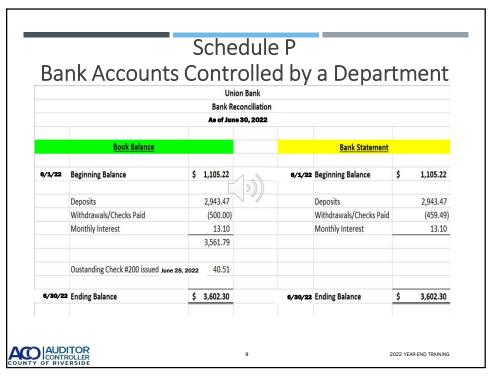
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BANK ACCOUNT	County of Riverside S CONTROLLED BY A DEPARTMENT As of June 30, 2022 Due July 22, 2022			
Schedule P	,			
Department Name: Probation Dept. ID: 1111100000				
Contact Name and Phone Number: Joe Signa	ature 951-955-0000			
This department: Had NO bank account during the fisca Had _1 bank accounts during the	l year fiscal year. Prepare a separate Schedule P for each bank account.			
Check List: Schedule P completed with questionn	nk Account (AP5)			
Account Name: Account Number:				
Youth Development Program	000-315-701			
Bank Name and Address:	Account Status:			
Union Bank 1 Smart Street Riverside, CA 92502	 ☑ Open and Active ☐ Open and Inactive ☐ Closed During the Fiscal Year (Attach a closing bank statement) 			
Account Type:	Date Opened:			
Checking Savings Other, please explain	10/19/2010 If Closed, Date Closed:			
Bank Balance as of June 2022	Is this account related to a PeopleSoft Fund? If so, what is			
\$3,602.30	the fund number?			











Bank Accounts Controlled by a Department

Question

The Executive Office closed a bank account outside the County Treasury on February 10, 2022 sthe Executive Office required to prepare a Schedule P?

□Yes

□No

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Schedule P

Bank Accounts Controlled by a Department

Answer

√ Yes

The Executive Office is required to prepare a Schedule P as the bank account was quantum and then closed during the fiscal year.

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Bank Accounts Controlled by a Department

Question

The Executive Office closed a bank account outside the County Treasury on February 10, 2021. A Schedule P was submitted last fiscal year 2021 for the closed account. Is the Fractive Office required to prepare a Schedule P for fiscal year 2022?

□Yes

□No

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Schedule P

Bank Accounts Controlled by a Department

Answer

✓ No

The Executive Office is not required to prepare a Schedule P as the bank account was closed last fiscal year and the Schedule P was submitted last fiscal year 2021.

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Bank Accounts Controlled by a Department

Question

The Executive Office had no bank accounts for the fiscal year. Is the Executive Onice required to prepare a Schedule P?

□Yes

□No

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Schedule P

Bank Accounts Controlled by a Department

Answer

✓ No

The Executive Office is not required to prepare a Schedule P as there were no bank accounts open within the fiscal year.

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Schedule P Bank Accounts Controlled by a Department

Updates Continued:

- ✓ Departments will continue to be responsible to create the cash with fiscal agent journal entries when submitting their Scheole P.
 - ✓ Departments will be responsible for both entries, the one for fiscal year 2022, and the reversal for fiscal year 2023. Journal entry examples are shown in the next slides.
 - \checkmark Do not use the General Fund, when creating the entries.

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Schedule P Journal Entry Example

Journal Entry Fiscal Year 2022:

Date	Account	Account Title	Debit	Credit
6/30/2022	101500	Cash With Fiscal Agent	3,602.30	
	209100	Due To Third-Parties		3,602.30

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Schedule P Journal Entry Example

Journal Entry Fiscal Year 2023:

7/01/2022 101500 Cash With Fiscal Agent 3,602.30 209100 Due To Third-Parties 3,602.30	Date	Account	Account Title	Debit	Credit
209100 Due To Third-Parties 3,602.30	7/01/2022	101500	Cash With Fiscal Agent		3,602.30
		209100	Due To Third-Parties	3,602.30	

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Schedule P Bank Accounts Controlled by a Department

E-mail Schedules, Journals and Supporting Documents to: acoyearend@rivco.org

Questions?

Submit them to:

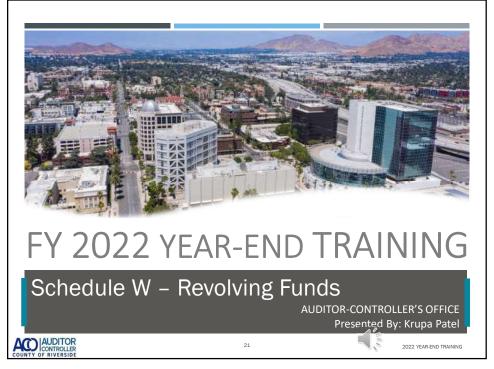
Ji Eun Youn (jyoun@rivco.org, 951-955-3800)
Sandy Armijo (sarmijo@rivco.org, 951-955-8134)



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Schedule W - Revolving Funds

Revolving Fund

A revolving fund is an authorized amount of cash in the form of currency, a bank checking account or both. Revolving funds are established for specific operational needs to facilitate certain expenditure and cash transactions.



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Schedule W - Revolving Funds

California Government Code Section 29321.1 (c) requires the Auditor-Controller to render a written report to the Board of Supervisors at the end of each fiscal year identifying the revolving funds in existence during the fiscal year, the amount of such fund, and the officer using the fund.





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	S	sch		le W		Fc	rm	1	
				Revolving Fund As of June 30, 202 Due July 22, 2022	s 2			ACD AUDITOR COUNTY OF RIVERSIDE	
SCHEDULE W (Refer to year-end Closing Manu	al, Chapte	r 14)							
1) Agency/Department/Speci	al Distric	t Name:							
Fund ID:						Dept ID:			_
Contact Name:					C	Contact Pho	one Number:		_
2) Revolving Fund Treasury N	umber:								
3) State if the Revolving Fund	is a Loc	khox and/or (hecking Account						
5) State if the neverting runa			A STATE OF THE STA	information on item	#5 along	with lockb	ox reconciliation	on as of June 30th	
		Checking Ac						bank statement and back	
				nt - Provide lockbox a ion as of June 30th.	ind chec	king accou	nt information	on item #5, along with bank	
4) Amount of Revolving Fund:	s								
5) Location of Money (Recond	anation i			n balance and cash i Amount	s on nan	(a)			
		(a)	Lockbox	Location #1:					
		(a)	Lockbox	Amount					
		(4)	er en	Location #2:		ų l			
				Amount					
		(b) C	hecking Account	Bank Name:	-				
				Account Number: Address:					
				nuurood.					
		(-) OII	her (Please Explain						

Schedule W - Revolving Funds

Scenario 1

The Board of Supervisors department has a revolving fund with an authorized amount of \$2,000. The department has \$100 in a lockbox, \$100 in other and \$1,800 in a checking account. How will the department report this on schedule W and what supporting documentation will the department provide?



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Schedule W - Revolving Funds

Scenario 1

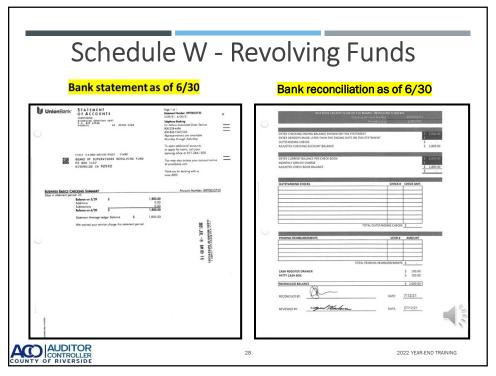
Since the department has both a lockbox and a bank checking account. The department will submit a schedule W indicating on item#3 that the revolving fund has both a lockbox and checking account, along with a lockbox reconciliation, a bank statement and a bank reconciliation as of June 30th.

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Sched	ule W -	Rev	NاC	/Ing	3 F	ur	ıds	
SCHEDULE	W	ı	-OCK	(BOX/ (CASH	BOX F	RECON	CILIATION
County of Riv Revolving Fu. A of Break, SCHEOULE W Swing Fu. Swing Fu.	nds ACO AUDITOR	0	BOS Revolvin	DRAWER Date 07/12/21 at 80	COUNT	7/12/21		
## Command of Command Agency (Princip Command Agency (The state of the s		COINS - ROLL COINS - ROLL COINS - ROLL 50 00 00 00 00 00 00 00 00 00 00 00 00 0	150 1 150 15	ANTITY	TOTAL		46-



Schedule W - Revolving Funds

Scenario 2

The Economic Development agency has a revolving fund for an authorized amount of \$1,500. The agency utilized all funds for their lockbox only. How will the department be reporting this on schedule W and what supporting documentation will the department provide?



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Schedule W - Revolving Funds

Scenario 2

The agency will submit a schedule W and indicate on the line item#3 Lockbox only and for their supporting documentation the department will include a lockbox reconciliation as of June 30th.



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SCHEDULE W - REVOLUTIORS SCHEDULE W SCHE

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RECAP

- ■Schedule W Due July 22nd
- Supporting Documents
 - ■Bank Statement as of 6/30
 - ■Bank Reconciliation as of 6/30
 - **■**Lockbox Reconciliation as of 6/30



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SCHEDULE W – REVOLVING FUNDS

Submit Schedules and Supporting Documents via email to:

ACO Year-End

acoyearend@rivco.org

If you have questions, submit them to:

Krupa Patel Krpatel@rivco.org (951) 955-1159

Heydee Koury hkoury@rivco.org (951) 955-9461



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SCHEDULE C OPERATING ACCOUNTS RECEIVABLE

OPERATING ACCOUNTS RECEIVABLE:

Amounts owed to the County for goods or services provided to private individuals, businesses, and organizations.

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SCHEDULE C OPERATING ACCOUNTS RECEIVABLE

Operating Accounts Receivable do not include:

- Amounts Due From Other Funds (Schedule A)
- ☐ Amounts Due From Other Governmental entities (Schedule B)
- ☐ Receivables based on assessments (e.g., property taxes, interest, or special assessments?



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SCHEDULE C OPERATING ACCOUNTS RECEIVABLE

Complete Schedule C for:

- ☐ Revenue earned (entitled) as of June 30
- ☐ Governmental funds expecting to receive payment within 3 months (90 days)
- Submit supporting documents via e-mail to our office

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SCHEDULE C OPERATING ACCOUNTS RECEIVABLE

PeopleSoft Billing Module:

- ☐ The last day to enter and process billing invoices into the Billing Module is July 8th
- ☐ The Billing Module can't be used for year-end accruals
- ☐ The appropriate year-end schedules must be completed to capture your department's revenue accruals

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SCHEDULE C OPERATING ACCOUNTS RECEIVABLE

Scenario:

The Auditor-Controller's Office provided office space to The God Father Co. to use for "special events." The agreement allows for the Auditor-Controller to charge 15% of utilities costs on the building to The God Father Co. on a monthly basis. On July 1st, the Auditor-Controller's Office created a billing invoice for the total amount of \$6,050 for their 15% share of June 2022 utilities costs. The expected date of collection is on or before the due date 7/31/2022.



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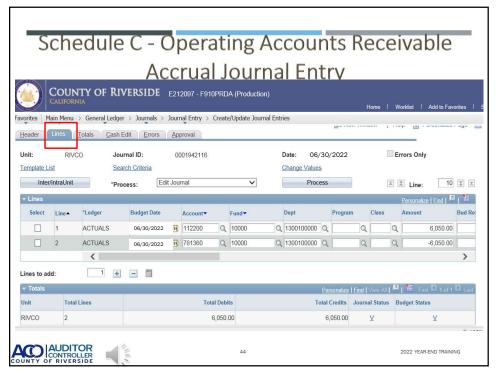
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SCHEDULE C **OPERATING ACCOUNTS RECEIVABLE** ACOUNTY OF RIVERSIDE **INVOICE** 0005 July 1, 2022 6,050.00 \$ PAYMENT DUE BY: July 31, 2022 The God Father Co Riverside, CA 92502 DESCRIPTION LINE TOTAL 15% share of utilit ies costs from office space used for special event 6/1/2022 - 6/30/2022 6,050.00 Net Total 6,050.00 USD TOTAL 6.050.00 PAYMENT SHOULD BE MADE BY BANK TRANSFER OR CHECK MADE PAYABLE TO AUDITOR CONTROLLER COUNTY OF RIVERSIDE 1 2022 YEAR-END TRAINING 40

					Schedule	C			
		O	pera	ting	Accounts	s Re	eceivab	le	
SCHEDULE (Refer to Year		Manual, Cha	apter 4. Topic #5)	OPE	County of Riverside RATING ACCOUNTS RECEIV As of June 30, 2022 Due July 22, 2022	ABLE	16	COUNTY OF RIVE	ITOR ROLLER ERSIDE
Fund No.:	10000		Fund Name	General Fund		-		0001942116/00R1942116	6
Business Unit:ACARC					JE Source:	YE 1 of 1			
Note: Line it	ems MUST h	ave an agg	regate amount o	lue equal to o	or greater than \$5,000				
Operating Acc (a) JE #	(b) Revenue Account	(c)	(d) Dept ID	(e) Amount Due ≥\$5,000	nount Due Name of Individual, Business or		(g) scription of Services	(h) Date of Service - From/To	(i) Estimated Date of Receipt
0001942116	781360	10000	1300100000	\$6,050	15% share of utilities costs from			6/1/2022 - 6/30/2022	7/31/2022
			Schedule C Tota	6,050.00					
	NO, please of NO A/R for t Interdepartn Other Softw	heck one of his departm nental Billing are Used. N		stions:	Quick Books YES NO	YES (NO		
Prepared By: Joe Signature					Phone Number: 951-931-8003				
	A	oproved By:	Mary Do			-	Date:	7/6/2022	
	JDITOR NTROLLER				41			2022 YEAR-EN	ID TRAINING

Schedule C - Operating Accounts Receivable
Accrual Journal Entry
COUNTY OF RIVERSIDE E212097 - F910PRDA (Production)
Favorites Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries
Create/Update Journal Entries
Eind an Existing Value Add a New Value
Business Unit: RIVCO Q Journal ID: NEXT Journal Date: 06/30/2022 ii
Add
Find an Existing Value Add a New Value
AUDITOR CONTROLLER 42 2022 YEAREND TRAINING

Schedule C		ing Accoun	its Receivable
CALIFORNIA	IVERSIDE E2120	97 - F910PRDA (Production)	Home Wo
Favorites Main Menu > General Ledg Header Lines Iotals Cash		Entry > Create/Update Journal E	Entries
Unit: RIVCO	Journal ID:	0001942116	Date: 06/30/2022
Long Description:	FY22 YE Schedule C - for period 6/1/2022t		rom office space provided to The God Father
*Ledger Group:	ACTUALS	Adjusting Entry:	Non-Adjusting Entry
Ledger:		Fiscal Year:	2022
*Source:	YE	Period:	12
Reference Number:	ACARC	ADB Date:	06/30/2022
Journal Class:	Q		
Transaction Code:	GENERAL Q		Auto Generate Lines
			Save Journal Incomplete Status
SJE Type:		~	Autobalance on 0 Amount Line
Currency Defaults: USD / CRRNT / *	L		
AUDITOR CONTROLLER COUNTY OF RIVERSIDE		43	2022 YEAR-END TRAINING



Schedule	C - Or	perating Ac	count	s Receivable
Rev	ersal d	of Accrual J	ourna	al Entry
COUNTY OF RI	VERSIDE E212	2097 - F910PRDA (Production)		
Favorites Main Menu > General Ledg	er > Journals > Jo	ournal Entry > Create/Update Journal	Entries	
Journal Entry Copy				
Business Unit:	RIVCO	Copy From ID:	0001942116	Copy From Date: 06/30/2022
Journal ID:	07/01/2022	_edger:		☑ Reverse Signs
Journal Date:	07/01/2017	New Ledger:		☑ Recalculate Budget Date
ADB Date:		Document Type:		Save Journal Incomplete Status
Currency Effective Date:	84			
Reversal Date		ADB Reversal Date		(
Do Not Generate Reversal		Same As Journal Reversal		
Beginning of Next Period		On Date Specified By User		
○ End of Next Period		ADB Reversal Date:		
O Next Day O Adjustment Period				
On Date Specified By User				
Adjustment Period:	Q			
Reversal Date:	19			
OK Cancel Refresh				
ACD AUDITOR CONTROLLER COUNTY OF RIVERSIDE		45		2022 YEAR-END TRAINING

