

# FY 2023 YEAR-END TRAINING

## SCHEDULE E – INVENTORY



AUDITOR-CONTROLLER'S OFFICE  
Presented By: Ashley Gutierrez



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2023 YEAR-END TRAINING

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## WHAT IS INVENTORY?



Materials and supplies held in the normal course of operations for future consumption.

### **Examples of Inventory:**

- Office supplies,
- Medical supplies,
- Automotive parts,
- Safety gear, or
- Forms unique to a department's mission and purpose



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## WHAT IS THE INVENTORY THRESHOLD?



- Inventory valued at \$50,000 or more in aggregate needs to be reported.
- Inventory valued less than \$50,000 should be expensed in the period purchased.

## WHAT IS REQUIRED IF THE INVENTORY PROCESS APPLIES?

Three requirements if estimated inventory value is \$50,000 or more:

1. Perform a physical inventory count on or as close to June 30
2. Record the count result
  - Inventory Management Module (only for departments who use the module)
3. Complete Schedule E to document results of physical count



## WHAT HAPPENS IF THERE IS A CHANGE IN INVENTORY?

- Changes resulting in both an increase or decrease of \$5,000 require an adjustment
  - Prepare journal entry to adjust related accounts
- **Schedule E is still required to be completed if no adjusting entry is needed**



## Scenario (Governmental Fund)

Fire Protection has a beginning inventory balance on July 1, 2022 of \$600,000 and an ending inventory balance on June 30, 2023 of \$450,000.

Inventory decreased by \$150,000

## Schedule E – Inventory (Governmental Fund)

County of Riverside  
Inventory of Materials and Supplies (Asset Account 170100)  
As of June 30, 2023  
Due July 21, 2023

ACO AUDITOR  
CONTROLLER  
COUNTY OF RIVERSIDE

### SCHEDULE E (Refer to YE Closing Manual, Chapter 7)

Fund No.: 10000 JE Number: 0.001762201  
Fund Name: General Fund JE Source: YE  
DeptID: 270026000 Business Unit: FPARG  
Dept Name: Fire Protection Page: 1 of 3  
Fund Type: G ← (Enter "G" for governmental or "P" for proprietary)

Ending Inventory Value, June 30\* \$450,000  
Less: Beginning Inventory Value, July 1 600,000  
Inventory Adjustment Amount (JE MUST have an aggregate amount equal to or greater than \$5,000) (\$150,000)

Since the amount is greater than \$5,000, please prepare the entries as shown below.

#### Journal Entry for Governmental Fund:

Note to user	Account	Description	Debit or (Credit)
(Enter applicable A/C)	170100	Inventory Of Materials & Supp	(150,000)
	520000X		150,000
	To adjust inventory and related expenditure account per YE inventory count.		
	370100	Unassigned Fund Balance	(150,000)
	315100	Nonspendable for Inventory	150,000
	To reserve the portion of FB that is not available to finance current expenditures.		

#### Journal Entry for Proprietary Fund:

Note to user	Account	Description	Debit or (Credit)
(Enter applicable A/C)	170100	Inventory Of Materials & Supp	(150,000)
	520000X		150,000
	To adjust inventory and related expense account per YE inventory count.		

\* Date physical inventory count was completed 06/29/2023

Prepared By: Donald Duck (Print name) Phone No.: 5-5555

Approved By: Mickey Mouse (Print name) Date: 07/03/2023

*Mickey Mouse*  
(Signature)\*\*

\*\* My signature above indicates this form is correct to the best of my knowledge and that a physical inventory count was performed to determine the ending value.

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2023 YEAR-END TRAINING

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## Journal Entry to Decrease Inventory (Governmental Fund)

Account Description	Debit	Credit
Inventory of Materials and Supplies		150,000
Applicable Expenditure Account	150,000	
Unassigned Fund Balance		150,000
Fund Balance – Nonspendable for Inventory	150,000	

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COUNTY OF RIVERSIDE

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## Scenario (Proprietary Fund)

Waste Resources has a beginning inventory balance on July 1, 2022 of \$56,400 and an ending inventory balance at June 30, 2023 of \$70,500.

Inventory increased by \$14,100

### Schedule E – Inventory (Proprietary Fund)

County of Riverside  
Inventory of Materials and Supplies (Asset Account 170100)  
As of June 30, 2023  
Due July 21, 2023

#### SCHEDULE E (Refer to YE Closing Manual, Chapter 7)

Fund No.: 40200 JE Number: 0001752301  
Fund Name: Waste Disposal Enterprise JE Source: YE  
DeptID: 4500100000 Business Unit: WIMARC  
Dept Name: Department of Waste Resources Page: 1 of 3  
Fund Type: P (Enter "G" for governmental or "P" for proprietary)

Ending Inventory Value, June 30\* \$70,500  
Less: Beginning Inventory Value, July 1 56,400  
Inventory Adjustment Amount (JE MUST have an aggregate amount equal to or greater than \$5,000) \$14,100

Since the amount is greater than \$5,000, please prepare the entries as shown below.

#### Journal Entry for Governmental Fund:

Note to user	Account	Description	Debit or (Credit)
	170100	Inventory Of Materials & Supp	14,100
(Enter applicable A/C)	520000		(14,100)
To adjust inventory and related expenditure account per YE inventory count.			
	370100	Unassigned Fund Balance	14,100
	315100	Nonspendable for Inventory	(14,100)
To reserve the portion of FB that is not available to finance current expenditures.			

#### Journal Entry for Proprietary Fund:

Note to user	Account	Description	Debit or (Credit)
	170100	Inventory Of Materials & Supp	14,100
(Enter applicable A/C)	520000		(14,100)
To adjust inventory and related expense account per YE inventory count.			

\* Date physical inventory count was completed 06/28/2023

Prepared By: Donald Duck (Print name) Phone No.: 5-5555

Approved By: Mickey Mouse (Print name) Date: 07/03/2023

*Mickey Mouse*  
(Signature) \*\*

\*\* My signature above indicates this form is correct to the best of my knowledge and that a physical inventory count was performed to determine the ending value.

## Journal Entry to Record Increase (Proprietary)

Account Description	Debit	Credit
Inventory of Materials and Supplies	14,100	
Applicable Expense Account		14,100

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## Pop Quiz

Department Y performed an inventory count at year end, and it determined the value to be \$75,000 with a beginning inventory of \$71,500. Since the change in inventory is \$3,500 and no adjustment is needed, Department Y **is not** required to prepare Schedule E.

- A. True
- B. False



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## Answer

Department Y performed an inventory count at year end, and it determined the value to be \$75,000 with a beginning inventory of \$71,500. Since the change in inventory is \$3,500 and no adjustment is needed, Department Y **is not** required to prepare Schedule E.

- A. True  
☒ B. False



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## Schedule E – Inventory

Submit Schedule E and Supporting Documents  
via **email** to:

ACO Year-End  
[acoyearend@rivco.org](mailto:acoyearend@rivco.org)  
 Schedule E is due **July 21, 2023**

Submit any questions via email to:  
[acoyearend@rivco.org](mailto:acoyearend@rivco.org)



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# FY 2023 YEAR-END TRAINING

## SCHEDULE M – PREPAID EXPENDITURES



AUDITOR-CONTROLLER'S OFFICE  
Presented By: Ashley Gutierrez

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## What are Prepaid Expenditures?

Amounts paid for a product or service that has not been fully used up as of fiscal year-end

- Capitalized at year end and will be consumed within the next fiscal year

### Examples

- Insurance premiums
- Rent

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## Schedule M – Prepaid Expenditures

### Purpose of Schedule M

Allocate the total amount paid between current fiscal year expense and amount capitalized for future fiscal year expense

### Journal Entry Process

Governmental Funds	Proprietary Funds
1. Capitalize the amount of expense not used	1. Capitalize the amount of expense not used
2. Reserve an equity amount for the prepaid	<b>Second Entry Does Not Apply</b>

GASB 54 only addresses fund balance reporting for governmental funds

## Scenario

Department G (who operates as a governmental fund) paid First Class Inc. a total of \$360,000 at the beginning of April 2023 for 3 months of professional services to be provided from May 2023 through July 2023.

# Schedule M – Prepaid Expenditures

County of Riverside  
PREPAID EXPENSE: ASSET ACCOUNT 140200  
As of June 30, 2023  
Due July 21, 2023

AO AUDITOR  
CONTROLLER  
COUNTY OF RIVERSIDE

## SCHEDULE M (Refer to Year-end Closing Manual, Chapter 9)

Fund No.: 10000 Fund Name: General Fund JE Number: 0002469864 / 00R2469864  
Business Unit: GVARC JE Source: YE  
DeptID: 1300100000 Dept Name: Department G Page: 1 of 1

Note: Line items MUST have an aggregate amount equal to or greater than \$5,000

a Vendor / Contractor Name	b Total Amount Paid	c Date Paid	d Expenditures/ Expenses Account Code	e Description of Purchased Goods / Services	f Consumption Period of Goods / Services Purchased *	g Allocate Expenses		h Nonspendable for Prepaid Items	
						Current / Old Fiscal Year Expenditures / Expenses	New Fiscal Year Expenditures / Expenses	GL Balance in Account #316100	Nab for Prepaid Items
First Class Inc.	360,000	4/1/23	525440	Professional Services	May 2023 - July 2023	240,000	120,000		120,000
SCHEDULE M TOTAL						240,000	120,000	0	120,000

**Important:**  
Consumption period (column f): Service period or useful life of goods.  
Total Amount Paid (column b) must equal Allocation of Expenses (columns g and h).  
If this form is not applicable, indicate its omission on Schedule M (Transmittal Form).

Prepared By: Steve Austin Phone No.: 955-5555 Approved By: Dwayne Johnson Date: 7/6/2023

AO AUDITOR  
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COUNTY OF RIVERSIDE

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# Schedule M – Journal Entry



Report Definition: GLX7501

PeopleSoft Financials  
Journal Entry Detail Report

Page: 1 of 1  
Run Date: 7/12/2023  
Run Time: 12:10:45 PM

Unit: RIVCO	Ledger Group: ACTUALS	Reference Number: GVARC
Journal ID: 0003568721	Source: YE	Accounting Period: 12
Journal Date: 6/30/2023	Reversal: None	Fiscal Year: 2023
Description: Schedule M - Prepaid professional services for May 2023 through July 2023.	Reversal Date:	Operator ID: E265310

Line #	Account	Fund	DeptID	Prog	Class	Proj/Grant	Stat	Statistics Amt	Description	Reference	Base Amount
<b>ACTUALS</b>											
1	140200	10000	1300100000						Prepaid Expense		120,000.00
2	525440	10000	1300100000						Professional Services		-120,000.00
3	370100	10000	1300100000						Unassigned Fund Balance		120,000.00
4	316100	10000	1300100000						Nonspendable for Prepaid Items		-120,000.00

Journal ID	Total Lines	Total Base Debits	Total Base Credits
0003568721	4	240,000.00	240,000.00

AO AUDITOR  
CONTROLLER  
COUNTY OF RIVERSIDE

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## Schedule M – Reversal Journal Entry



Report Definition: GLX7501

PeopleSoft Financials  
Journal Entry Detail ReportPage: 1 of 1  
Run Date: 7/12/2023  
Run Time: 12:10:45 PM

Unit:	RIVCO	Ledger Group:	ACTUALS	Reference Number:	GVARC
Journal ID:	00R3568721	Source:	YE	Accounting Period:	1
Journal Date:	7/1/2023	Reversal:	None	Fiscal Year:	2024
Description:	Reversal entry for Schedule M - Prepaid professional services for May 2023 through July 2023	Reversal Date:		Operator ID:	E265310

Line #	Account	Fund	DeptID	Prog	Class	Prjt/Grant	Stat	Statistics Amt	Description	Reference	Base Amount
ACTUALS											
1	140200	10000	1300100000						Prepaid Expense		-120,000.00
2	525440	10000	1300100000						Professional Services		120,000.00
3	370100	10000	1300100000						Unassigned Fund Balance		-120,000.00
4	316100	10000	1300100000						Nonspendable for Prepaid Items		120,000.00
Journal ID      Total Lines      Total Base Debits      Total Base Credits											
00R3568721		4	240,000.00		240,000.00						

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## Schedule M – Supporting Document

### INVOICE

First Class Inc.  
PO Box 247148  
Riverside, CA 92501  
951-555-1234

DATE: April 1, 2023  
INVOICE #: [100]  
CUSTOMER ID: [ABC12345]

## BILL TO

Department G  
County of Riverside  
4080 Lemon St.  
Riverside, CA 92501  
555-555-7894

## SHIP TO

Department G  
County of Riverside  
4080 Lemon St.  
Riverside, CA 92501  
555-555-7894

DESCRIPTION	AMOUNT
Professional Services May 2023	\$120,000.00
Professional Services June 2023	\$120,000.00
Professional Services July 2023	\$120,000.00
TOTAL	\$360,000.00

Make all checks payable to First Class Inc.. Thank you for your business!

PO Box 247148, Riverside, CA 92501

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## Questions



On January 1, Department P (who operates as a proprietary fund) pays \$18,000 to rent a facility for a 12 month period.

1) Should Schedule M be prepared?

- A. Yes
- B. No

2) Will the net position need to be adjusted?

- A. Yes
- B. No

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## Answers



On January 1, Department P (who operates as a proprietary fund) pays \$18,000 to rent a facility for a 12 month period.

1) Should Schedule M be prepared?

- A. Yes
- B. No

2) Will the net position need to be adjusted?

- A. Yes
- B. No

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## Schedule M – Prepaid Expenditures

Submit Schedule M and Supporting Documents  
via **email** to:

ACO Year-End

[acoyearend@rivco.org](mailto:acoyearend@rivco.org)

Schedules are due **July 21, 2023**

Submit any questions via email to:

[acoyearend@rivco.org](mailto:acoyearend@rivco.org)



## FY 2023 YEAR-END TRAINING

Schedule L and S

Deferred Inflows of  
Resources / Advances  
From Grantors and  
Third Parties



AUDITOR-CONTROLLER'S OFFICE  
Presented By: Scott Darr

## Overview

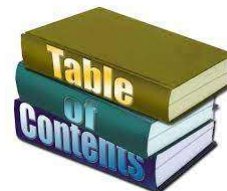
- To recognize revenue, the County must be entitled to the revenue by meeting the following criteria:
  - The underlying exchange has occurred
  - Taxes have been levied
  - The claim is legally enforceable
  - All applicable eligibility requirements have been met
- When the County is not yet entitled to recognize revenue, it must be recorded as either:
  - A Deferred Inflow of Resources
  - An Advance from Grantors and Third Parties



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## Topics we'll cover

- The Purpose of each Year-End Schedules for:
  - Deferred Inflows of Resources
  - Advances from Grantors and Third Parties
- Scenarios, Schedules, and a JE Walk-through
- Commonly Asked Questions
- Year-end Checklist



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## The Purpose of Each Schedule



- Deferred Inflows of Resources due to time restrictions is recorded on:
  - Schedules L-1 and L-2
  - Schedule S-12 Deferred Inflows of Resources
- Advances From Grantors and Third Parties are recorded on:
  - Schedule L-3
  - Schedule S-12 Advances

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## Deferred Inflows of Resources (Schedule L-1 / L-2)



Time Restriction – 2 Types:

1. When a cash grant is received in advance and all of the eligible requirements have been met *except* for a time requirement. For example, the grant may be not used until next fiscal year. The grant should be recognized as a Deferred Inflows of Resources. (Schedule L-1)
2. When services are performed or taxes are levied, but revenue is not “available” to cover current year expenditures. (Governmental Funds only, Schedule L-2)  
See next slide for availability period.

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## Deferred Inflows of Resources (Schedule L-2 - Unavailable)



Revenue Availability Period:

1. Property and Sales Taxes: 60 Days
2. Expenditure Driven  
(Cost-Reimbursement) Grants: 12 Months
3. All other revenue streams: 90 Days

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## Schedule L-1 (Advanced/Unearned Revenue) Scenario



On June 1, 2023, the Health Department received a \$500,000 grant from the State for meeting all of the requirements eligible for the grant. The purpose of the grant is for supporting health related program activities and can only be used in the next fiscal year. The revenue was recorded at the time of receipt.

	<u>Account</u>	<u>Debit</u>	<u>Credit</u>
Cash	101100	500,000	
Revenue	751600		500,000

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## Schedule L-1 (Advanced/Unearned Revenue) Adjusting Entry



Report Definition: GLX7501

PeopleSoft Financials  
Journal Entry Detail Report

Page: 1 of 1

Run Date: 4/17/2023

Run Time: 9:29:45 AM

Unit:	RIVCO	Ledger Group:	ACTUALS	Reference Number:	ACARC
Journal ID:	0002452977	Source:	YE	Accounting Period:	12
Journal Date:	6/30/2023	Reversal:	None	Fiscal Year:	2023
Description:	YE Schedule L-1 Deferred Inflows of Resources	Reversal Date:		Operator ID:	E218716

Line #	Account	Fund	DeptID	Prog	Class	Prj/Grant	Stat	Statistics Amt	Description	Reference	Base Amount
<b>ACTUALS</b>											
1	751600	10000	1300100000						CA-Other Aid to Health		500,000.00
2	260100	10000	1300100000						Deferred Inflows of Resources		-500,000.00

Journal ID	Total Lines	Total Base Debits	Total Base Credits
0002452977	2	500,000.00	500,000.00



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## Schedule L-1 (Advanced/Unearned Revenue) Reversal Entry



Report Definition: GLX7501

PeopleSoft Financials  
Journal Entry Detail Report

Page: 1 of 1

Run Date: 4/17/2023

Run Time: 9:39:47 AM

Unit:	RIVCO	Ledger Group:	ACTUALS	Reference Number:	ACARC
Journal ID:	00R2452977	Source:	YE	Accounting Period:	1
Journal Date:	7/1/2023	Reversal:	None	Fiscal Year:	2024
Description:	YE Schedule L-1 Deferred Inflows of Resources	Reversal Date:		Operator ID:	E218716

Line #	Account	Fund	DeptID	Prog	Class	Prj/Grant	Stat	Statistics Amt	Description	Reference	Base Amount
<b>ACTUALS</b>											
1	751600	10000	1300100000						CA-Other Aid to Health		-500,000.00
2	260100	10000	1300100000						Deferred Inflows of Resources		500,000.00

Journal ID	Total Lines	Total Base Debits	Total Base Credits
00R2452977	2	500,000.00	500,000.00



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## Schedule L-1 (Advanced/Unearned Revenue)



**County of Riverside**  
**DEFERRED INFLOW OF RESOURCE S: ACCOUNT SERIES 2601XX**  
As of June 30, 2023  
Due July 21, 2023

**AO AUDITOR  
CONTROLLER  
COUNTY OF RIVERSIDE**

**SCHEDULE L-1 (Advanced/Unearned Revenue)**  
(Refer to Year-end Closing Manual, Chapter 6)

LIABILITY INCURRED BY: **Business Unit:** ACARC **JE Number:** 0062452977 / 00R2452977

**Fund Number:** 10000 <<<<<< Please include sub-funds (if any) on the same form. (Example: Fund 10000, 11142, 11153, and 11147)

**Level 4 DeptID:** 1300100000 <<<<<< Please only use level 4 DeptIDs (Ex: 1300100000). All lower level DeptIDs (if any) should roll up to Level 4.

**Use this form only if it meets the definition of Deferred Inflows of Resources per GASB 65. See GASB 65 Tab for reference.**  
**Note:** Each line item MUST have an aggregate amount equal to or greater than \$5,000.

a) Advance Received From (Name of Entity)	b) Advance Amount = \$5,000	c) Account No. 2601XX Credit	d) Revenue Account No. 7XXXXX Debit	e) Reason for the year-end adjusting entry which includes the following: 1) Description & Purpose of Funding Sources, and 2) Eligibility Requirements for Revenue Recognition. (Attach supporting documents such as reconciliation or tracking Reports, Invoices, or Claim Forms)	f) Estimated Period When Revenue Will Be Recognized Within One Fiscal Year (If only To Be Reversed in NY)	g) Beyond One Fiscal Year (No Reversing Entry in NY)
California Transportation Commission	\$ (50,000.00)	260100	7XXXXX	Prop 1B - Road repairs and to provide... The proceeds can only be used for road repairs and to provide... The funds received prior to year end and cannot be spent until fiscal year 2023-2024.	\$ (50,000.00)	
State Department of Health	(500,000.00)	260100	751600	Slate grant for funding health services received on 6/1/2023. The proceeds can only be used for supporting health related program activities and cannot be spent until fiscal year 2023-2024.	(500,000.00)	
<b>SCHEDULE L-1 (ADVANCE) TOTAL</b>					<b>\$ (600,000.00)</b>	<b>\$ -</b>

Prepared By: Scott Darr  
Title: Sr. Accountant  
Phone #: 951-955-8386

Approved By: Mary Yip  
Title: Principal Accountant  
Phone #: 951-955-8893

Date: 07/01/2023

Revised 03/20



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2023 YEAR-END TRAINING

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## Schedule S-12 (Advanced/Unearned Revenue)



**County of Riverside**  
**DEFERRED INFLOWS OF RESOURCE S: ACCOUNT ANALYSIS**  
(ACCOUNT SEQUENCE 2601XX)  
As of June 30, 2023  
Due July 21, 2023

**AO AUDITOR  
CONTROLLER  
COUNTY OF RIVERSIDE**

**SCHEDULE S-12 (S-12 Deferred Inflows of Resources)**  
**Note:** Use this form only if it meets the definition of Deferred Inflows of Resources per GASB 65. See GASB 65 Tab for reference.

1. **Business Unit:** ACARC  
**Fund Number:** 10000  
**Level 4 DeptID:** 1300100000

2. **Deferred Inflows of Resources**

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
Deferred Inflows of Resources Account No. (2011)	Advance Received or Receivables Due From (Name of Entity)	Trans Type Advance or Unavailable	Offset Account (Cash, A/R, AP/ACC)	Amount Debit / Credit	Description & Purpose of Funding Sources, and Eligibility Requirements for Revenue Recognition (Attach Tracking Reports, Invoices, Claim Forms or other supporting documents)	7/1/2023 to 6/30/2024	7/1/2023 to 6/30/2024	>12 months from FY
260100	California Transportation Commission	Advance	101100	\$ (50,000.00)	Prop 1B - Road repairs and to provide... The proceeds can only be used for road repairs and to provide... The funds received prior to year end and cannot be spent until fiscal year 2023-2024.	\$ (50,000.00)		
260100	State of California	Advance	101100	\$ (63,000.00)	The purpose of the grant is for supporting health related program activities and can only be used in the next fiscal year. All eligibility requirements have been met or accepted in a requirement.	\$ (63,000.00)		
260100	California Transportation Commission	Unavailable	115001	\$ (90,000.00)	State of California Underground Storage Tank cleanup. The revenue has been earned but the payment has not yet been received. The estimated date of receipt is beyond twelve months from fiscal year end.		\$ (90,000.00)	
260100	State Department of Health	Advance	101100	(800,000.00)	Slate grant for funding health services received on 6/01/23. The proceeds can only be used for supporting health related program activities and cannot be spent until fiscal year 2023-2024.		(800,000.00)	
<b>Total:</b>					<b>\$ (900,000.00)</b>	<b>\$ -</b>	<b>\$ (900,000.00)</b>	<b>\$ -</b>
<b>3. Total Amount in General Ledger Period 6 to 12 (must agree to the Schedule):</b>					<b>\$ (900,000.00)</b>			
<b>4. Variance (explain variance if any):</b>					<b>\$ -</b>			

Prepared By: Scott Darr  
Title: Sr. Accountant  
Phone #: 951-955-8386

Approved By: Mary Yip  
Title: Principal Accountant  
Phone #: 951-955-8893

Date: 07/01/2023

Revised 03/20



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2023 YEAR-END TRAINING

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## Schedule L-2 (Unavailable) Scenario



The Department of Animal Services provided services to the City of Banning on June 2, 2023. The invoice was generated in the PeopleSoft billing module for \$25,000. The revenue was recorded at the time when invoice was generated. The payment is not expected by June 30 until October 2, 2023.

	<u>Account</u>	<u>Debit</u>	<u>Credit</u>
Due fr Other Gov	118601	25,000	
Revenue	720000		25,000

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## Schedule L-2 (Unavailable) Adjusting Entry



Report Definition: GLX7501

PeopleSoft Financials  
Journal Entry Detail Report
 Page: 1 of 1  
 Run Date: 4/17/2023  
 Run Time: 10:39:10 AM

Unit:	RIVCO	Ledger Group:	ACTUALS	Reference Number:	ACARC
Journal ID:	0002452978	Source:	YE	Accounting Period:	12
Journal Date:	6/30/2023	Reversal:	None	Fiscal Year:	2023
Description:	YE Schedule L-2 Deferred Inflows of Resources: Revenue earned but not available.	Reversal Date:		Operator ID:	E218716

Line #	Account	Fund	DeptID	Prog	Class	Pjt/Grant	Stat	Statistics Amt	Description	Reference	Base Amount
<b>ACTUALS</b>											
1	720000	10000	1300100000						County Animal Licenses		25,000.00
2	260100	10000	1300100000						Deferred Inflows of Resources		-25,000.00

Journal ID	Total Lines	Total Base Debits	Total Base Credits
0002452978	2	25,000.00	25,000.00

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## Schedule S-12 (Unavailable)



**County of Riverside**  
**DEFERRED INFLOWS OF RESOURCES ACCOUNT ANALYSIS**  
(ACCOUNT SEQUENCE 2699XX)  
As of June 30, 2023  
Due July 27, 2023

**ACO AUDITOR**  
**CONTROLLER**  
COUNTY OF RIVERSIDE

**SCHEDULE S-12 (L14.2) Deferred Inflows of Resources**  
Use this form only if it meets the definition of Deferred Inflow of Resources per GASB 65. See GASB 65 Tab for reference.  
(Refer to Year-end Closing Manual, Chapter 5)

1. Business Unit: ACAPC  
Fund Number: 10000  
Level & Dept: 100200000

2. 

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
Deferred Inflow of Resources Account No.	Advances Received or Receivables Due From (Name of Entity)	Trans. Type Advance or Unavailable	Other Account (Cash, A/R, C/P, etc.)	Amount	Description of Funding Source, and Eligibility Requirements for Resource Recognition (Attach Transmittal Report, Invoice, Other Form or other supporting documents)	7/1/2023 to 6/30/2023	7/1/2023 to 6/30/2024	>12 months from 7/1/2023
Example 1: 260100	California Transportation Commission	Advance	101100	\$ (50,000.00)	Prop 1B - Road repairs and improvement. The proceeds can only be used for road repairs and its proceeds are related activities. The funds received prior to year end and cannot be spent until fiscal year 2023/2024.	\$ (50,000.00)		
Example 2: 260100	State of California	Advance	101100	\$ (83,000.00)	The purpose of the grant is for supporting health related program activities and can only be used in the next fiscal year. All eligibility requirements have been met or are in the process of being met.	\$ (83,000.00)		
Example 3: 260100	California Transportation Commission	Unavailable	118001	\$ (80,000.00)	State of California Underground Storage Tank cleanup. The revenue has been earned but the payment has not yet been received. The estimated date of receipt is beyond twelve months from fiscal year end.		\$ (80,000.00)	
<b>Note: Each line item MUST have an aggregate amount equal to or greater than the threshold amount of \$5,000.</b>								
260100	Department of Animal Services	Unavailable	118001	\$ (25,000.00)	Department of Animal Services. The revenue for animal services has been earned but the payment has not yet been received. The date of receipt is expected to be October 2, 2023.		\$ (25,000.00)	
				<b>TOTAL:</b>		<b>\$ (55,000.00)</b>	<b>\$ (80,000.00)</b>	<b>\$ (25,000.00)</b>
3. Total Amount in General Ledger Period 6 to 12 (must agree to the Schedule):						<b>\$ (55,000.00)</b>		
4. Variance (explain variance if any):								

Prepared By: Staff Date: 07/01/2023  
Ttl. Sr. Accountant: Mary Yip Phone #: 951-855-8395  
Approved By: Mary Yip Date: 07/01/2023  
Ttl. Principal Accountant: Mary Yip Phone #: 951-855-8395

Revised 3/20

**ACO AUDITOR**  
**CONTROLLER**  
COUNTY OF RIVERSIDE

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2023 YEAR-END TRAINING

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## Advances from Grantors and Third Parties (Schedule L-3)

### TERMS AND CONDITIONS



- Grants are made before the recipient has met all of the eligibility requirements.
  - Example: If a government receives a \$500 grant payment but has not yet met all of the requirements necessary to be eligible for the grant:
    - It technically owes that grant payment back to the grantor until it meets the requirements.
    - The recipient should report Advances from Grantors as a liability until all of the requirements have been met.

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2023 YEAR-END  
TRAINING

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## Schedule L-3 (Adv. Fr Grantors or Third Parties) Scenario



The Sheriffs Dept. received a federal grant on June 01, 2023 for \$400,000. The requirements are the proceeds need to be spent by the end of fiscal year 23/24 and it can only be used to fund activities related to off-road vehicles. Only \$75,000 was used as of June 30, 2023. The revenue was recorded at the time of receipt.

	<u>Account</u>	<u>Debit</u>	<u>Credit</u>
Cash	101100	400,000	
Revenue	767140		400,000

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## Schedule L-3 (Adv. Fr Grantors or Third Parties) Adjusting Entry



Report Definition: GLX7501

PeopleSoft Financials  
Journal Entry Detail Report

Page: 1 of 1

Run Date: 4/17/2023

Run Time: 11:13:21 AM

Unit:	RIVCO	Ledger Group:	ACTUALS	Reference Number:	ACARC
Journal ID:	0002452979	Source:	YE	Accounting Period:	12
Journal Date:	6/30/2023	Reversal:	None	Fiscal Year:	2023
Description:	YE Schedule L-3 Advances Received from Grantors and/or Third Parties	Reversal Date:		Operator ID:	E218716

Line #	Account	Fund	DeptID	Prog	Class	Pri/Grant	Stat	Statistics Amt	Description	Reference	Base Amount
<b>ACTUALS</b>											
1	767140	10000	2500100000						Fed-Misc: Reimbursement		325,000.00
2	230100	10000	2500100000						Adv Frm Grantors & 3rd Parties		-325,000.00

Journal ID	Total Lines	Total Base Debits	Total Base Credits
0002452979	2	325,000.00	325,000.00

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## Schedule L-3 (Adv. Fr Grantors or Third Parties) Reversal Entry



Report Definition: GLX7501

PeopleSoft Financials  
Journal Entry Detail ReportPage: 1 of 1  
Run Date: 4/17/2023  
Run Time: 11:17:23 AM

Unit:	RVCO	Ledger Group:	ACTUALS	Reference Number:	ACARC
Journal ID:	00R2452979	Source:	YE	Accounting Period:	1
Journal Date:	7/1/2023	Reversal:	None	Fiscal Year:	2024
Description:	YE Schedule L-3 Advances Received from Grantors and/or Third Parties.		Reversal Date:	Operator ID:	E218716

Line #	Account	Fund	DeptID	Prog	Class	Proj/Grant	Stat	Statistics Amt	Description	Reference	Base Amount
<b>ACTUALS</b>											
1	767140	10000	2500100000						Fed-Misc Reimbursement		-325,000.00
2	230100	10000	2500100000						Adv Frm Grantors & 3rd Parties		325,000.00

Journal ID	Total Lines	Total Base Debits	Total Base Credits
00R2452979	2	325,000.00	325,000.00



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2023 YEAR-END TRAINING

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## Schedule L-3 (Adv. Fr Grantors or Third Parties)



**County of Riverside**  
**ADVANCES FROM GRANTORS OR THIRD PARTIES: LIABILITY ACCOUNT SERIES 230XXX**  
**RESOURCES RECEIVED BEFORE THE INCURRENCE OF ELIGIBLE COSTS**  
As of June 30, 2023  
Due July 31, 2023

**SCHEDULE L-3 (Advances-Other)**  
(Refer to Year-end Closing Manual, Chapter 8)

Eligibility requirements other than time requirements have not yet been met.

Business Unit: ACARC JE Number: 0002452979 / 00R2452979

Fund Number: 10000 < < < < < < Please include sub-funds (if any) on the same form. (Example: Fund 10000, 11142, 11180, and 11187)

Level 4 DeptID: 2500100000 < < < < < < Please only use level 4 DeptIDs (Ex: 1300100000). All lower level DeptIDs (if any) should roll up to Level 4.

Use this form only if transactions do not meet the definition of Deferred Inflows of Resources per GASB 65. See GASB 65 for reference.  
Indicate if each line item MUST have an aggregate amount equal to or greater than \$5,000.

a) Name of Entry	b) Advance Amount > \$5,000	c) Advances Account No. 2301XX Credit	d) Revenue Account No. 7XXXXX Debit	e) Reason for the year-end adjusting entry which includes the following: 1) Description & Purpose of Funding Sources, and 2) Eligibility Requirements for Revenue Recognition. (Attach supporting documents such as reconciliation or tracking reports, invoices, or claim forms)	f) Estimated Period When Revenue Will Be Recognized: Within One Fiscal Year (Entry to be Reversed in NY) Beyond One Fiscal Year (No Reversal Entry in NY)
<i>Examples:</i> California Transportation Commission	\$ (50,000.00)	2301XX	7XXXXX	Prop. 1B - Road repairs and improvements. The proceeds can only be used for road repairs and improvements related activities and must be spent by the next fiscal year.	\$ (50,000.00)
<i>Note: Each line item MUST have an aggregate amount equal to or greater than the threshold amount of \$5,000.</i>					
U.S. Law Enforcement Agency	(325,000.00)	230100	767140	Federal grant received on 06/01/23 for funding activities related to off-road vehicles. The proceeds can only be used for off-road vehicle activities and must be spent by the end of F.Y. 23/24. Only \$75,000 was used as of June 30.	(325,000.00)
<b>SCHEDULE L-3 (Advances) TOTAL</b>					<b>\$ (825,000.00)</b>

Prepared By: Scott Carr Title: Sr. Accountant Phone #: 951-955-8396

Approved By: Mary Yip Title: Principal Accountant Phone #: 951-955-8893

Date: 6/30/2023

Revised 03-22



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## Schedule S-12 (Adv. Fr Grantors or Third Parties)



**County of Riverside**  
**ADVANCES FROM GRANTORS AND THIRD PARTIES ACCOUNT ANALYSIS**  
(LIABILITY ACCOUNT SEQUENCE 200000)  
RESOURCES RECEIVED BEFORE THE INCURRENCE OF ELIGIBLE COSTS  
As of June 30, 2023  
Due July 21, 2023

**ACO AUDITOR**  
**CONTROLLER**  
COUNTY OF RIVERSIDE

**SCHEDULE S-12 (L3 Advances-Others)**  
Use this form only if transactions DO NOT MEET the definition of Deferred Inflows of Resources per GASB 65. See GASB 65 Tab for reference.

(Refer to Year-end Closing Manual, Chapter 3)

1. Business Unit: ACORC  
Fund Number: 10000  
Level 4 DeptID: 2000100000

Please also include sub-funds (if any) on the same form. (Example: 10000, 11142, 11153, and 11167)  
Please only use level 4 DeptID (00, 1000100000). All lower level DeptIDs (if any) should roll up to Level 4.

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Account No.	Advances Received From (Name of Entity)	Offset Account (Cash or Accounts Receivable)	Amount (Debit / Credit)	Description & Purpose of Funding Source, and Eligibility Requirements for Resource Recognition (Attach Tracking Reports, Invoices, Claim Forms or other supporting documents)	Estimated Period When Resource Will Be Recognized		
23011X Example					7/1/2023 to 9/30/2023	10/1/2023 to 6/30/2024	>12 months from YE
230100	California Transportation Commission	F01 F00	(50,000.00)	Prop 1B - Road repairs and improvements. The proceeds can only be used for road repairs and improvements related activities and must be spent by the next fiscal year.		(50,000.00)	
<b>Note: Each line item MUST have an aggregate amount equal to, or greater than, the threshold amount of \$5,000.</b>							
230100	US Law Enforcement Agency	101100	(325,000.00)	Federal grant received on 06/01/23 for funding activities related to off-road vehicles. The proceeds can only be used for off-road vehicle activities and must be spent by the end of FY 2024. Only \$25,000 was used as of June 30.		(325,000.00)	
<b>Totals</b>			<b>\$ (325,000.00)</b>		<b>\$</b>	<b>\$ (325,000.00)</b>	<b>\$</b>

3. Total Amount in General Ledger Period 8 to 12 (must agree to the Schedule): **\$ (325,000.00)**

4. Variance (explain variance if any): **\$ -**

Prepared By: Scott Darr Title: Sr. Accountant Phone #: 951-955-6109  
Approved By: Mary Yip Title: Principal Accountant Phone #: 951-955-6993 Date: 07/01/2023

Revised 03/20

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2023 YEAR-END TRAINING

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## Commonly Asked Questions



### Are all departments expected to submit Schedule S-12?

Yes. If there's no activity incurred during the year, indicate no activity or zero balance.

### What is the difference between Schedule L and S?

Schedule L is used to report the year-end accrual or adjusting entry. Schedule S is used to report the year-to-date balance in G/L. Some accounts might have a prior year balance carried forward.

### Does the ACO validate the account balances?

Yes. We validate the account balances to the Year-end schedules and supporting documents.

### How much information should be included in the Description column?

The information you provide should be sufficient to explain the transaction or balance to a reviewer.



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2023 YEAR-END TRAINING

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## Checklist



- ✓ Start Early!
- ✓ Reconcile, Reconcile, Reconcile
- ✓ Accounts Must Have a Credit Balance
- ✓ Confirm Data on Year-end Schedules:
  - Is it accurate?
  - Does it tie to the general ledger?
  - Is all supporting documentation included?

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## Schedule L and S



Submit Schedule L and S with Supporting Documents via email to:

ACO Year-End  
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](mailto:acoyearend@RIVCO.ORG)

