

FY 2023 YEAR-END TRAINING

SCHEDULE K AND K-1 ENCUMBRANCES



AUDITOR-CONTROLLER'S OFFICE
Presented By: Esteban Hernandez

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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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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.

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 over-spending 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.

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



Schedules K and K-1 Request For Encumbrances

We use two schedules to document
and record an Encumbrance

Schedule	Purpose
Schedules K	Purchase Orders Only
Schedules K-1	Contracts, Form 11s, MOUs, Form 5s, H-11s

Schedules K Request For Encumbrances

Events/Transactions Not Qualifying For Request For Encumbrances:

- ✓ Goods or services received prior to or on June 30
 - These become liabilities
 - Pay through PeopleSoft by August 11, 2023 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 - 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 30th, NOT the Blanket PO Rollover.

Schedules K - Request For Encumbrances

PO Rollover

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

PO Type	PO Type Code	PO Type Description
ELVPO	ELVP	Extended Low Value PO
ELVPO-S	ELVS	Extended LVPO Services
FinPurch	FIN	Finance Purchase
LeasePymts	LEAS	Lease Purchase
LVPA-S	LV-S	Low Value PO Services
LVPA	LVPA	Low Value Purchase Authorization
Regular-G	REGG	Regular PO Goods
Regular-S	REGS	Regular PO Services
Sole Src-G	SS-G	Sole Source Blanket Goods
Sole Src-S	SS-S	Sole Source Blanket Services

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

Schedules K Encumbrances

On July 5th, Encumbrances reports will be posted on the Auditor Controller website under "Reports"

The screenshot shows the website of the Auditor Controller for Riverside County. At the top, there is a navigation bar with links for Home, About Us, and Divisions. Below this is a "Message from the Auditor Controller" section featuring a photo of the Auditor Controller and a message. To the right of the message is a "Reports" link. Below the message is a "About the Auditor Controller's Office" link. At the bottom of the page is a navigation menu with links for Reports, Policies & Procedures, Contact Us, and Resource Links. The "Reports" link is circled in red.

Schedules K Encumbrances

General Accounting Reports and Publications

The following reports and publications can be found in the General Accounting Reports and Publications page:

- ACO Accounting Calendar and Cutoff Schedule
- Chart of Accounts
- General Fund Daily Cash Balance
- Gen Form 14 (Expense Reimbursement Claim)
- Return Property Tax Warranty
- Special District Reports
- State Dated Warrants
- Year End Publications

General Accounting Reports and Publications

Forms and Schedules Official County Reports

3rd Quarter Schedules

ACO Accounting Calendar and Cutoff Schedule

Chart of Accounts

General Fund Daily Cash Balance

Gen Form 14 (Expense Reimbursement Claim)

Return Property Tax Warranty

Special District Reports

State Dated Warrants

Year End Publications

Year End Publications

2022 YE Manual

The purpose of the Year-End Closing Manual is to end financial data.

2022 YE Schedules

Year End Training Presentations

2022 Encumbrances

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Schedules K 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.

Year End Publications

2022 YE Manual

The purpose of the Year-End Closing Manual is to end financial data.

2022 YE Schedules

Year End Training Presentations

2022 Encumbrances

ACARG

Department Reports

**ACO AUDITOR
CONTROLLER
COUNTY OF RIVERSIDE**

Sunday

Acronyms: **ACOP**: Accounts Payable, **AS** of Day (8:00 AM), **BO** California Society Municipal Market Ac Empire Tobacco Secur Financing Author Equalization, **SCOT** Recruit, **TTC**: 1

3 Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports

10 Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports

17 Each Monday you should review your Outstanding Encumbrance and Pre-Encumbrance Reports

4 RCP Dist

11 Rep Rep

18 Mar

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 Bud	
1	APPROP	420000			2021	292,935,469.000	222,790,732.230	63,241,516.210	2,842,862.040	4,060,356	
2	APPROP	440000			2021	34,343,681.000	28,003,759.860	6,312,723.560	0.000	27,197	

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Schedules K 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)

Schedules K (Summary) Report

This is an example of what your Summary Schedule K report RVPOA621D will look like.

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

Schedules K (Detail) Report

This is what your Detailed (RVPOA621B) Schedule K Report will look like. You **must** include support for new or partial POs that did not rollover to the new year.

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 #	Reported Encumbrance Amount	Dept Requested Encumbrance Amount	PO Description
6	10000			525440	6477			21-0009029		8,661.21		Print, Insert and Mailing services BPO
7	10000			525440	6477			21-0009029		90,950.00		USPS Postal charges for Print, Insert and Mailing Services
8	10000			523310				21-0013315		14,176.00		Build existing A03 Herman Miller furniture
9	10000			523840		6392		21-0020256		5,000.00		Pictometry Connect Gov 100 Package
10	10000			525440		6392		21-0020679		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 Coun
11	10000			525440		6307	EMS10088	21-0027149		24,000.00		HISTORICAL INDEX
12	10000			525320		6307		21-0030391		2,019.75		Invoice #: 204026 dated 4/20/2021 0876/2021-02/SEC GRD GTWY;
13	10000			525320		6307		21-0030392		2,037.35		INVOICE #: 204152 DATED 5/4/2021 0876/2021-04/SEC GRD GTWY
14	10000			523680		6307		21-0023066		6,913.24		ZC300 ID Card Printer
15	10000			523680		6307		21-0023066		65.25		Printer Accessories - cleaning kit
16	10000			523680		6307		21-0023066		474.37		Printer accessories - ink ribbon
17	10000			525440		6307		21-0001189		17,453.15		BPO for Fraud Service Courtesy Notices
18	10000			523800		6307		21-0013441		45,218.25		Sole Source Request
19	10000			527510		6307		21-0030547		17,732.78		INVOICE #: INV-KT-000940 DATED 4/28/2021 1024/2021-02/MICROFILM IMAGES
20	10000			528180		6307		21-0030547		187.65		FREIGHT FEES
21	10000			527510		6307		21-0030547		16,116.14		INVOICE #: INV-KT-001266 DATED 5/28/2021 1024/2021-03/MICROFILM IMAGES

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How to complete Schedule K

- ✓ Review Schedule K Reports
- ✓ Determine appropriate encumbrance amount
- ✓ 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 scanned copies of supporting documentation related to ADDED PO's to acoyearend@rivco.org

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Schedule K - 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
	10000		Approp 2	18,137.95	0.00
			Approp 2	928,349.57	135,785.97
			Approp 4	72,753.75	0.00
	21841		Approp 2	56,864.98	59,400.00
			Approp 2	11,239.04	0.00
Total				1,087,345.29	195,185.97

Department Head Approval Signature

DATE

08/07/2020

Executive Office Approval Signature

DATE

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

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.

Pre-encumbrance and Encumbrance Schedules

PeopleSoft - Report Manager Module

Employee Self Service Report Manager

List Explorer Administration Archives

View Reports For

User ID: E232631 Type: Last: 40 Days Refresh

Status: Folder: Purchasing Reports Instance: to:

Report List

Select	Report ID	Proc Instance	Description	Request Date/Time	Format	Status
<input type="checkbox"/>	6690855	5774740	Outstanding Encumbrances Rpt			
<input checked="" type="checkbox"/>	6690844	5774726	Outstanding Pre-Encumbrance			

Select All Delete Save

List Explorer Administration Archives

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

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Pre-encumbrance and Encumbrance Schedules Supporting Document – RVPOA551

Report ID: RVPOA551

PeopleSoft
REMAINING PRE-ENCUMBRANCES RPT

Page No. 1
Run Date 05/06/2023
Run Time 19:30:34

PO	S	B	P	H	BU	REQ ID	Line	Schedule	Distrib	REQ Amount	PO Amount	Remaining Amount
W						0000000064	1	1	1	\$753.48	\$0.00	\$753.48
W						0000000064	2	1	1	\$296.47	\$0.00	\$296.47
W						0000000065	1	1	1	\$2,942.61	\$0.00	\$2,942.61
W						0000000065	2	1	1	\$1,257.39	\$0.00	\$1,257.39
W						0000000065	3	1	1	\$238.99	\$0.00	\$238.99
												\$5,488.94
W						0000000067	1	1	1	\$3,198.15	\$0.00	\$3,198.15
												\$3,198.15
W						0000000168	1	1	1	\$6,420.00	\$0.00	\$6,420.00
W						0000000171	1	1	1	\$56.91	\$0.00	\$56.91
W						0000000171	2	1	1	\$95.97	\$0.00	\$95.97
												\$6,572.88

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Schedule K-1 Request For Encumbrances

County Of Riverside
REQUEST FOR ENCUMBRANCES
 Governmental funds only
 (Contracts and form 11 items only- no purchase orders)

Schedule K-1 Procedures

Party Satisfying Commitment In New Year: Please enter the following information regarding the future commitment.

- (a) Name of Individual, Business or Organization - Who do you have a commitment with? Enter their name.
- (b) Est. - Is the amount of the commitment an estimate? Enter an "E" if it is an estimate and attach an explanation of the method of computation.
- (c) Commitment Amount \geq \$5,000 - Enter the commitment amount, this amount **MUST** be greater than or equal to \$5,000.
- (d) Expenditure Account Code - Enter the expenditure account number where the commitment amount will be charged to.
- (e) Description of Goods/Services To Be Received- What type of service or good will be received from the commitment
- (f) Contract/Agreement Authorization - Enter the Board Agenda Item Number and the Agenda Date when the commitment was approved by the Board of Supervisors. For Example: 3.1 2/26/2023
- (g) Estimated Date Obligation Satisfied & Paid - Enter the date the commitment is expected to be satisfied and paid in full.

Schedules K and K-1 Request For Encumbrances

- ✓ **Submit the complete package to your management analyst at the County Executive Office by Friday, July 21, 2023.**
- ✓ **Completed Schedules K, K-1, Pre-Encumbrance & Encumbrance Reports along with all supporting documentation are certified by the department head when signing and dating the schedule(s).**

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 8/10/23 for consolidation and calculation of:**
 - **FYE Encumbrance amounts**
 - **New year departmental increase in appropriations amounts**

Schedules K and K-1 Request For Encumbrances

- ✓ **ACO to provide summary data for FYE Encumbrance and new year departmental increase in appropriations to EO by 8/23/23**
- ✓ **EO to prepare and submit Form 11 for Board approval on 9/12/23**

Frequent Errors



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Frequent Schedule K and K-1 Errors

- ✓ **No supporting documentation:**
 - ✓ Schedule K-1: Did not attached Form 11, Form 5
 - ✓ New PO's that were not on Schedule K.
 - ✓ If the PO is already included on Schedule K, you **DO NOT** have to provide another copy
- ✓ **Do NOT change Total amount or add additional columns on Schedule K**
- ✓ **Do NOT include an item on both schedules**
- ✓ **Schedule K: 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 Schedule K

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

Unit	Fund	Dept ID	Approp	Total	Dept Approved Amount
10000			Approp 2	150,364.00	
20000			Approp 2	30,021.63	
			Approp 2	136,346.00	
20008			Approp 4	558,147.43	
20250			Approp 2	6,316.61	
51335			Approp 2	12,300.00	
51706			Approp 2	4,512.00	
51710			Approp 2	662.00	
51711			Approp 2	712.00	
Total				995,990.67	

Department Head Approval Signature _____ DATE _____

Executive Office Approval Signature _____ DATE _____

* Please Remember to include the following Reports with Dept Report ID: RVPOASS1 REMAINING ENCUMBRANCES REPORT
Report ID: RVPOASS1 REMAINING PRE-ENCUMBRANCES RPT

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

Unit	Fund	Dept ID	Approp	Total	Dept Approved Amount
10000			Approp 2	31,730.00	31,730.00
20008			Approp 4	611,202.55	611,202.55
20250			Approp 2	6,158.40	6,158.40
Total				649,150.95	649,150.95

Department Head Approval Signature _____ DATE _____

Executive Office Approval Signature _____ DATE _____

* Please Remember to include the following Reports with Dept Report ID: RVPOASS1 REMAINING ENCUMBRANCES REPORT
Report ID: RVPOASS1 REMAINING PRE-ENCUMBRANCES RPT

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

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2023 YEAR-END TRAINING

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Frequent Errors Schedule K-1

	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
1														
100	Sch K-1		10000	10000			Approp 3	FM045220007027		\$ 193	\$ -			Project below \$5K threshold
101	Sch K-1		10000	10000			Approp 3	FM045220007030		\$ 161	\$ -			Project below \$5K threshold
102	Sch K-1		10000	10000			Approp 3	FM06220006750		\$ 89	\$ -			Project below \$5K threshold
103	Sch K-1		10000	10000			Approp 3	FM06220006751		\$ 89	\$ -			Project below \$5K threshold

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Frequent Errors Schedule K-1

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: XXXXXXXXXX
Dept ID: XXXXXXXXXX

CEO Analyst Approval: *[Signature]* Date: 7/10/14
A-C Budget Review: *[Signature]* Date: *[Signature]*
Funding Source: Budget
Fund Name: General Fund
Dept. Name: XXXXXXXXXX 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: 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		(g) Estimated Date Obligation Satisfied & Paid
					Agenda Item	Agenda Date	
Public Health 4200100000: 93300 WIC 4200101300: 6612: H5100004 PH Lab 4200100900: 95000		\$470,210 \$10,153 \$58,098	520250 522310 522310	Antennas-Riverwalk Parkway Tenant Improvement-Neighborhood WIC Remodel TB test section lab	RCIT Cost Est Form 5	03/27/14 8/14/13, 2/7/14 11/27/12	2015 2015 2015
SCHEDULE K-1 TOTAL		\$538,460					

Must Provide P.O. Estimates are unallowable.

*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: XXXXXXXXXX Phone 951-358-5054
Approved By: *[Signature]* Date: 7/10/2014

Revised 09/14

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7/10/14

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2023 YEAR-END TRAINING

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Frequent Errors Schedule K-1

RCIT
RIVERSIDE COUNTY INFORMATION TECHNOLOGY

Cost Estimate

Riverside, CA

March 25, 2014

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
Cornet Installation	\$	89,980.00
Radio Installation	\$	89,930.00
Telco Circuits Direct billed by Telco)		
Analog Circuits	\$ 1,500.00	\$ 2,500.00
F1 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.

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2023 YEAR-END TRAINING

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Frequent Errors Schedule K & K-1

	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 / ACO Approved Encumbrance Amount	Comments	
197	Schedule K	0000	527500	Approp 2	0000008046			1,680.00	1,680.00	Labor to install equipment	1,680.00		
198	Schedule K	0000	527500	Approp 2	0000008046			3,772.29	3,772.29	Code 3 Equipment	3,772.29		
199	Schedule K	0000	527500	Approp 2	0000008047			1,680.00	1,680.00	Labor to install equipment	1,680.00		
200	Schedule K	0000	527500	Approp 2	0000008047			3,772.29	3,772.29	Code 3 Equipment	3,772.29		
201	Schedule K	0000	523640	Approp 2	0000008043			3,424.69	3,424.69	HP Laser Jet Enterprise 800 M603dn (PartICE9204MR)	3,424.69		
202	Schedule K	0000	523640	Approp 2	0000008043			890.40	890.40	HP Laser Jet 9500 Sheet Input Tray (PartICE3380A)	890.40		
203	Schedule K	0000	523640	Approp 2	0000008043			1,800.00	1,800.00	HP Laser Jet 9500 Sheet Input Tray Feeder (PartICE3398)	1,800.00		
204	Schedule K	0000	523640	Approp 2	0000008039			9,646.89	9,646.89	HP Probook 640 G11M Intel Core5, 4GB RAM, 128GB S	9,646.89		
205	Schedule K	0000	523640	Approp 2	0000008039			32.40	32.40	CA E Wriste	32.40		
206	Schedule K	0000	523640	Approp 2	0000008039			594.00	594.00	3 Yr Accidental NED On site Coverage 3900 (RJ4NME)	594.00		
207	Schedule K	0000	523640	Approp 2	0000008040			9,102.40	9,102.40	HP Laser Jet Enterprise 800 M603dn (PartICE9204MR)	9,102.40		
208	Schedule K	0000	523640	Approp 2	0000008040			3,090.60	3,090.60	HP Laser Jet 9500 Sheet Input Tray (PartICE3380A)	3,090.60		
209	Schedule K	0000	523640	Approp 2	0000008040			1,800.00	1,800.00	HP Laser Jet 9500 Sheet Input Tray Feeder (PartICE3398)	1,800.00		
210	Schedule K	0000	523640	Approp 2	0000008076			8,456.00	8,456.00	HP Laser Jet Enterprise 800 M603dn (PartICE9204MR)	8,456.00		
211	Schedule K	0000	523640	Approp 2	0000008076			3,520.00	3,520.00	HP Laser Jet 9500 Sheet Input Tray (PartICE3380A)	3,520.00		
212	Schedule K	0000	523640	Approp 2	0000008076			1,760.00	1,760.00	HP Laser Jet 9500 Sheet Input Tray Feeder (PartICE3398)	1,760.00		
213	Schedule K-1	0000	527500	Approp 2	0000008047			5,462.00	5,462.00	Install code 3 equip in vehicle (siren, horn and backup)	-	Included with Schedule K	
214	Schedule K-1	0000	527500	Approp 2	0000008046			5,462.00	5,462.00	Install code 3 equip in vehicle (siren, horn and backup)	-	Included with Schedule K	
215	Schedule K-1	0000	523640	Approp 2	PF2014-01607		0000008043	6,278.00	6,278.00	3 HP Laserjet M603dn with tray and feeder	-	Included with Schedule K	
216	Schedule K-1	0000	523640	Approp 2	PF2014-01607		0000008040	10,738.00	10,738.00	3 HP Laserjet M603dn with tray and feeder	-	Included with Schedule K	
217	Schedule K-1	0000	523640	Approp 2	PF2014-01607		0000008076	10,738.00	10,738.00	3 HP Laserjet M603dn with tray and feeder	-	Included with Schedule K	
218	Schedule K-1	0000	523640	Approp 2	PF2014-01607		0000001012	32,044.00	32,044.00	3 HP Probook 640 G11 Laptops	-	Included with Schedule K	
219	Schedule K-1	0000	523640	Approp 2	PF2014-01607		0000001012	32,044.00	32,044.00	3 HP Probook 640 G11 Laptops	-	Included with Schedule K	
220	Schedule K-1	0000	523640	Approp 2	PF2014-01607		0000001012	32,044.00	32,044.00	3 HP Probook 640 G11 Laptops	-	Included with Schedule K	
221	Schedule K-1	0000	523640	Approp 2	PF2014-01607		0000001012	32,044.00	32,044.00	3 HP Probook 640 G11 Laptops	-	Included with Schedule K	
222	Schedule K-1	0000	523640	Approp 2	PF2014-01607		0000001012	32,044.00	32,044.00	3 HP Probook 640 G11 Laptops	-	Included with Schedule K	
223	Schedule K-1	0000	523640	Approp 2	PF2014-01607		0000001012	32,044.00	32,044.00	3 HP Probook 640 G11 Laptops	-	Included with Schedule K	
224	Schedule K-1	0000	523640	Approp 2	PF2014-01607		0000001012	32,044.00	32,044.00	3 HP Probook 640 G11 Laptops	-	Included with Schedule K	
225	Schedule K-1	0000	523640	Approp 2	PF2014-01607		0000001012	32,044.00	32,044.00	3 HP Probook 640 G11 Laptops	-	Included with Schedule K	
226	Schedule K-1	0000	523640	Approp 2	PF2014-01607		0000001012	32,044.00	32,044.00	3 HP Probook 640 G11 Laptops	-	Included with Schedule K	
227	Schedule K-1	0000	523640	Approp 2	PF2014-01607		0000001012	32,044.00	32,044.00	3 HP Probook 640 G11 Laptops	-	Included with Schedule K	
228	Schedule K-1	0000	523640	Approp 2	PF2014-01607		0000001012	32,044.00	32,044.00	3 HP Probook 640 G11 Laptops	-	Included with Schedule K	
229	Schedule K-1	0000	523640	Approp 2	PF2014-01607		0000001012	32,044.00	32,044.00	3 HP Probook 640 G11 Laptops	-	Included with Schedule K	
230	Schedule K-1	0000	523640	Approp 2	PF2014-01607		0000001012	32,044.00	32,044.00	3 HP Probook 640 G11 Laptops	-	Included with Schedule K	
231	Schedule K-1	0000	523640	Approp 2	PF2014-01607		0000001012	32,044.00	32,044.00	3 HP Probook 640 G11 Laptops	-	Included with Schedule K	
232	Schedule K-1	0000	523640	Approp 2	PF2014-01607		0000001012	32,044.00	32,044.00	3 HP Probook 640 G11 Laptops	-	Included with Schedule K	
233	Schedule K-1	0000	523640	Approp 2	PF2014-01607		0000001012	32,044.00	32,044.00	3 HP Probook 640 G11 Laptops	-	Included with Schedule K	
234	Schedule K-1	0000	523640	Approp 2	PF2014-01607		0000001012	32,044.00	32,044.00	3 HP Probook 640 G11 Laptops	-	Included with Schedule K	
235	Schedule K-1	0000	523640	Approp 2	PF2014-01607		0000001012	32,044.00	32,044.00	3 HP Probook 640 G11 Laptops	-	Included with Schedule K	
236	Schedule K-1	0000	523640	Approp 2	PF2014-01607		0000001012	32,044.00	32,044.00	3 HP Probook 640 G11 Laptops	-	Included with Schedule K	
237	Schedule K-1	0000	523640	Approp 2	PF2014-01607		0000001012	32,044.00	32,044.00	3 HP Probook 640 G11 Laptops	-	Included with Schedule K	
238	Schedule K-1	0000	523640	Approp 2	PF2014-01607		0000001012	32,044.00	32,044.00	3 HP Probook 640 G11 Laptops	-	Included with Schedule K	
239	Schedule K-1	0000	523640	Approp 2	PF2014-01607		0000001012	32,044.00	32,044.00	3 HP Probook 640 G11 Laptops	-	Included with Schedule K	
240	Schedule K-1	0000	523640	Approp 2	PF2014-01607		0000001012	32,044.00	32,044.00	3 HP Probook 640 G11 Laptops	-	Included with Schedule K	
241	Schedule K-1	0000	523640	Approp 2	PF2014-01607		0000001012	32,044.00	32,044.00	3 HP Probook 640 G11 Laptops	-	Included with Schedule K	
242	Schedule K-1	0000	523640	Approp 2	PF2014-01607		0000001012	32,044.00	32,044.00	3 HP Probook 640 G11 Laptops	-	Included with Schedule K	
243	Schedule K-1	0000	523640	Approp 2	PF2014-01607		0000001012	32,044.00	32,044.00	3 HP Probook 640 G11 Laptops	-	Included with Schedule K	
244	Schedule K-1	0000	523640	Approp 2	PF2014-01607		0000001012	32,044.00	32,044.00	3 HP Probook 640 G11 Laptops	-	Included with Schedule K	
245	Schedule K-1	0000	523640	Approp 2	PF2014-01607		0000001012	32,044.00	32,044.00	3 HP Probook 640 G11 Laptops	-	Included with Schedule K	
246	Schedule K-1	0000	523640	Approp 2	PF2014-01607		0000001012	32,044.00	32,044.00	3 HP Probook 640 G11 Laptops	-	Included with Schedule K	
247	Schedule K-1	0000	523640	Approp 2	PF2014-01607		0000001012	32,044.00	32,044.00	3 HP Probook 640 G11 Laptops	-	Included with Schedule K	
248	Schedule K-1	0000	523640	Approp 2	PF2014-01607		0000001012	32,044.00	32,044.00	3 HP Probook 640 G11 Laptops	-	Included with Schedule K	
249	Schedule K-1	0000	523640	Approp 2	PF2014-01607		0000001012	32,044.00	32,044.00	3 HP Probook 640 G11 Laptops	-	Included with Schedule K	
250	Schedule K-1	0000	523640	Approp 2	PF2014-01607		0000001012	32,044.00	32,044.00	3 HP Probook 640 G11 Laptops	-	Included with Schedule K	

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Frequent Errors Schedule K Accruals

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 Schedule K-1

Schedule	Level 4	Account	Approp	Agenda / Form 5	Project #	Line	Reported Encumbrance Amount	Dept Requested Encumbrance Amount	Desc	EO / ACD 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 FM

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

County of Riverside

FY 2016 Encumbrance Summary Report
Schedule K Summary Report

Unit	Fund	Dept ID	Approp	Total	Dept Approved Amount
	10000		Approp 2	11,700.00	
Total				11,700.00	

Department Head Approval Signature

DATE

7/5/16

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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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: RVPOA591 REMAINING ENCUMBRANCES REPORT
Report ID: RVPOA551 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
	21050		536240 54375				0000009348		1	15,000.00		EMPLOYEE ENGAGEMENT SERVICES
	21050		536240 54375				0000009349		1	15,000.00		EMPLOYEE ENGAGEMENT DELEGATE AGENCY
	21050		523840					0000009326	1		33,100.35	HP PROBOOK NOTEBOOK
	21050		523840					0000009326	2		4,320.00	HP CARE PACK 3 YEAR SERVICE
	21050		523840					0000009326	3		6,575.00	LICENSE
	21050		523840					0000009326	4		324.00	E-WASTE
	21050		523840					0000009333	1		17,128.13	HP ELITEDESKTOP
	21050		523840					0000009333	2		628.03	MOUNTING BRACKET
	21050		523840					0000009333	3		315.00	HP CARE PACK HARDWARD SUPPORT
Total										30,000.00	62,390.51	

Schedule K Summary Report

Business Unit	Fund	Dept ID	Approp	Total	Dept Approved Amount
	21050		Approp 3	30,000.00	62,390.51
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
CON. ALER
COUNTY OF RIVERSIDE

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

CEO Analyst Approval: [Signature] Date: 7/11/18
A-C Budget Review: _____ Date: _____
Funding Source: _____
Fund Name: General Fund
Dept Name: _____ 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	(b) Name of Individual, Business or Organization	(c) Commitment Amount * (b) Est.*	(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	
	FIS Aivastgard 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: _____ Phone No.: 951-955-3999
Approved By: [Signature] Date: 7/5/18

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2023 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
CON. ALER
COUNTY OF RIVERSIDE

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

CEO Analyst Approval: [Signature] ✓ Date: 7/14/18
A-C Budget Review: _____ Date: _____
Funding Source: Dept Funds
Fund Name: 10000
Dept Name: _____ 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	(b) Name of Individual, Business or Organization	(c) Commitment Amount * (b) Est.*	(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	
	FM	\$18,500	649140	Conference Room Bench Seats	Form 5 2018009162		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.

Revised 03/10
Prepared By: _____ Phone No.: 951-955-0839
Approved By: [Signature] Date: 7/17/18
[Signature] 7/24/18

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2023 YEAR-END TRAINING

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Schedules 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

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

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

CEO Analyst Approval: [REDACTED] Date: [REDACTED]
A-C Budget Review: [REDACTED] Date: [REDACTED]
Funding Source: [REDACTED]
Fund Name: General Fund
Dept Name: [REDACTED] 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: 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 BCS		(g) Estimated Date Obligation Satisfied & Paid
					Agenda Item	Agenda Date	
EDA/Facilities Management Riverside County Information Technology (RCIT)		\$54,596	537040	Juvenile Services Division - Redesign the lobby/reception area for safety and ergonomics.	Form 5		6/30/2016
		\$119,700	520250	New Banning Office lease - computer and cable installation.	3.13	01/15/14	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: [REDACTED] Phone No.: (951) 955-2981
Approved By: [REDACTED] Date: 7/10/2015

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2023 YEAR-END TRAINING

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Schedule K-1 Supporting Documents

PROJECT REQUEST (FORM-5)

To: Economic Development Agency, 3403 Tenth Street, Suite 500; Riverside, CA 92501
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: [REDACTED] Date: 9/9/2014 Phone: 951-955-2872
Contact Person: [REDACTED] E-Mail: [REDACTED]

WORK LOCATION

Name of site: [REDACTED] Site Contact Name: [REDACTED]
Building Address: [REDACTED] Site Contact Phone: 951-358-4311
Floor: [REDACTED]
Room: [REDACTED]

SCOPE OF WORK REQUESTED:
Estimate to redesign the lobby/reception 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 redesign. Work may be done in multiple phases. Requesting Nancy Cano

SECTION II - APPROVAL/ASSIGNMENT

ACTION TAKEN: [REDACTED] ACCOMPLISHED BY: [REDACTED] PEOPLE SOFT # [REDACTED] PROJECT # [REDACTED]
APPROVAL: [REDACTED] PROJECT MANAGEMENT OFFICE: [REDACTED] TASK # [REDACTED] REQUEST # [REDACTED]
DISAPPROVAL: [REDACTED] MAINTENANCE: [REDACTED] REAL ESTATE: [REDACTED] RV09/1 [REDACTED] 9/9/2014
CANCEL: [REDACTED] CITY BLDG # [REDACTED] REQUEST RCVD DATE [REDACTED]
or LEASE # [REDACTED]

Project Manager/Inspector/Lease Agent Assigned: Nancy Cano
Approval Authority: [REDACTED] (Original Signature on File) Signature: [REDACTED] Date: 09/10/14

SECTION III - COST DATA

Note: This estimate expires 45 days from Date of Estimate
Estimated By: [REDACTED] Date: 12/14/14 Total Estimate: \$287,228.00

Remarks: [REDACTED]

SECTION IV - DEPARTMENT, ENTITY or COMPANY APPROVAL TO PROCEED

Authorizing signature and date: [REDACTED] 12/18/14
Name of authorizing individual (print): Admin Services Mgr II
Title of authorizing individual (print): [REDACTED]

FUNDS: [REDACTED] 6 Digit Account [REDACTED] 5 Digit Fund [REDACTED] 10 Digit Dept ID [REDACTED] 5 Digit Program [REDACTED] 4 Digit Class [REDACTED] 5 Digit Location [REDACTED] Project Grant [REDACTED]

Form 5 (Project Request) Rev 07-18-11

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2023 YEAR-END TRAINING

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Schedules K-1 Supporting Documents

Sch	Unit	Fund	Dept	Form 11 / Form 5 etc	Dept Requested Encumbrance Amount	EO / ACO Approved Encumbrance Amount	Comments
Sch K-1		10000		FM05260006611	\$ 51,094.00	\$ 51,094.00	Amount is correct.
Sch K-1		10000		FM05260004208	\$ 26,056.00	\$ 26,056.00	Amount is correct.
Sch K-1		10000		FM05260005878	\$ 41,848.00	\$ 41,848.00	Amount is correct.
Sch K-1		10000		FM05260005970	\$ 11,137.00	\$ 11,137.00	\$ 47,348.00
Sch K-1		10000		FM05260006039	\$ 22,985.00	\$ 22,985.00	Amount is correct.
Sch K-1		10000		FM05260006499	\$ 5,888.00	\$ 5,888.00	Amount is correct.
Sch K-1		10000		FM05260006544	\$ 54,596.00	\$ 54,596.00	Amount is correct.
Sch K-1		10000		FM05260006915	\$ 10,678.00	\$ 10,678.00	Amount is correct.
Sch K-1		10000		FM05260006942	\$ 174,440.00	\$ 174,440.00	Amount is correct.
Sch K-1		10000		FM05260006965	\$ 71,408.00	\$ 71,408.00	Amount is correct.
Sch K-1		10000		FM08260006829	\$ 499,745.00	\$ 499,745.00	\$ 444,372.00
Sch K-1		10000		FM08260007008	\$ 441,691.00	\$ 441,691.00	\$ 498,468.00

J/Facilities Management | | \$54,596 | 537040 | Juvenile Services Division - Redesign the lobby/reception area for safety and ergonomics. | Form 5

Schedules K and K-1 Request For Encumbrances

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

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

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

