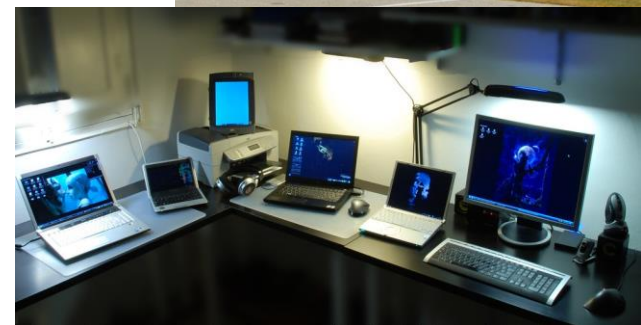


Fixed Assets

Fiscal Year-End
Closing Procedures
2024



Pre-Closing Procedures

- Finish all current year processing.
- Items received **on or before June 30th**, should be added to Inventory for **FY2024**.
- Items received **after June 30th** can be added to the Inventory pending file for **FY2025**.
- If depreciation has been changed on several items, so much that it's necessary to completely recalculate the life-to-date (LTD) depreciation, you may select the desired items from the Items grid and select 'Depreciate'.
- NOTE: Recalculating depreciation will affect items that have had improvements (additional acquisitions added throughout the life of the item) causing items to lose their true depreciation history.**
- 'Depreciate' allows you to run a projection first. A projection run is selected by default. The projection report is recommended to run prior to the actual in order to review the report's information first.
- If depreciation is already up-to-date on the item, the item will not be included in the report.
- Items with a status of inactive, old tag or disposed will be ignored when using depreciate.

Pre-Closing Procedures

- Ensure items that meet or exceed the entity's capitalization threshold are marked as 'capitalized'. On the Items grid, add the 'capitalized' column and filter using their capitalization threshold (original cost and life expectancy).
 - For example: this entity has a dollar threshold of \$5000 and a life expectancy of 1 year.

Tag Number ▲	Description ▼	Status ▼	Capitalized ▼	Original Cost ▼	Life Expectancy ▼
		a ×		>4999 ×	>0 ×
000053	REFRIGERATOR/FREEZER REACH...	Active	true	8865.00	15
000055	KETTLE STEAM	Active	true	11032.00	15
000058	COOLER WALK-IN 10X6	Active	true	8865.00	15
000059	FREEZER WALK-IN 10X6	Active	true	12189.00	15

Fiscal Year-End Closing Procedures

- When all assets have been entered for the FY, you can run the recommended list of reports (this includes all necessary GAAP schedules).
- All recommended FYE reports are explained in the upcoming slides.

GAAP Reports

ⓘ **The GAAP reports exclude:**

- items which do not meet capitalization criteria.
- items which have a status of: "disposed of", "inactive", or "old tag item".
- items coded as operating leases.

- **Fixed Assets by Source** = summary of the *original cost* of capitalized items by their source (or fund)
- Source, in this case, means **“the fund the items were originally charged to on the purchase order”**
 - use the PO information from the acquisition record to identify the **source fund** used in purchasing the items.
 - Report Filename: FixedAssetBySourceReport.pdf

GAAP Reports

- Fixed Asset by Function and Class = schedule of fixed assets by function and class.
 - For FYE, it is recommended to generate the report for all three formats:
 - 1) Schedule by Function & Class - displays original cost & book value
 - 2) Schedule by Class - displays original cost & book value
 - 3) Summary by Function and Class - choose to summarize by 2-digit function and may report on original cost or book value
 - Book Value is the **Original Cost** minus **Total Depreciation**
 - Report Filename: FixedAssetByFuncClassReport.pdf

GAAP Reports

Schedule of Change in Fixed Assets = Contains “changes” in capital assets during the current fiscal year

- For FYE, it is recommended to generate the summary and detail reports for all three types: asset class, function and fund
- Report Name: ScheduleOfChangeReport.pdf
- Summary report lists the beginning balance, acquisitions, dispositions, transfers in/out, adjustments and the ending balance in column format.
- Detailed report lists individual tags that make up the acquisitions, dispositions, transfers, or adjustments amounts.

Summary Schedule of Change in Fixed Assets By Class

Asset Class	Description	Beginning Value	Acquisition Amount	Disposition Amount	Transfer In Amount	Transfer Out Amount	Adjustment Amount	Ending Balance
Governmental								
0100	LAND AND LAND IMPROVEMENTS	4,113,593.82	+ 16,703.69	- 0.00	+ 0.00	- 0.00	+ 0.00	= 4,130,297.51
0200	BUILDINGS AND BUILDING IMPROVEMENTS	21,793,802.49	884,525.16	0.00	0.00	0.00	0.00	22,678,327.65
0300	FURNITURE, FIXTURES AND EQUIPMENT	3,657,404.73	102,571.06	7,463.10	0.00	0.00	0.00	3,752,512.69
0400	VEHICLES	1,885,858.39	291,663.00	175,536.26	0.00	0.00	0.00	2,001,985.13
Total for Governmental Funds		\$ 31,450,659.43	\$ 1,295,462.91	\$ 182,999.36	\$ 0.00	\$ 0.00	\$ 0.00	\$ 32,563,122.98
Grand Total For All Fund Types:		\$ 31,450,659.43	\$ 1,295,462.91	\$ 182,999.36	\$ 0.00	\$ 0.00	\$ 0.00	\$ 32,563,122.98

Detail Schedule of Change in Fixed Assets By Class

Tag	Description	Acquisition Amount	Disposition Amount	Transfer In Amount	Transfer Out Amount	Adjustment Amount
Governmental						
0100 LAND AND LAND IMPROVEMENTS						
9188Z	High School Facility Upgrades to water coolers-8 items	16,703.69	0.00	0.00	0.00	0.00
Total for 0100		\$ 16,703.69	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Beginning Balance:						\$ 4,113,593.82
Ending Balance:						\$ 4,130,297.51

GAAP Reports

Schedule of Changes in Depreciation = Contains “changes” in depreciation of capital assets during the current fiscal year

- For FYE, it is recommended to generate the summary and detail reports for all three types: asset class, function and fund
- Report Name: ScheduleOfChangeInDepreciationReport.pdf
- Summary report lists the beginning depreciation, continuing items, acquisitions, dispositions, transfers, adjustments and ending depreciation balance in column format.
- Detailed report lists individual tags that make up the acquisitions, dispositions, transfers or adjustment amounts.

Summary Schedule of Change in Depreciation By Class

Asset Class	Description	Beginning Depreciation	Continuing Items	Acquisition	Disposition	Transfer In	Transfer Out	Error Adjustment	Ending Depreciation
Governmental									
0100	LAND AND LAND IMPROVEMENTS	2,100,973.89	+ 288,589.33	+ 13,919.18	- 0.00	+ 0.00	- 0.00	+ 0.00	= 2,403,482.40
0200	BUILDINGS AND BUILDING IMPROVEMENTS	7,072,498.08	682,332.07	16,046.06	0.00	0.00	0.00	0.00	7,770,876.21
0300	FURNITURE, FIXTURES AND EQUIPMENT	819,842.22	193,561.79	5,197.10	653.03	0.00	0.00	0.00	1,017,948.08
0400	VEHICLES	1,070,116.89	134,461.00	5,869.16	174,892.33	0.00	0.00	0.00	1,035,554.72
Total for Governmental Funds		\$ 11,063,431.08	\$ 1,298,944.19	\$ 41,031.50	\$ 175,545.36	\$ 0.00	\$ 0.00	\$ 0.00	\$ 12,227,861.41
Grand Total For All Fund Types:		\$ 11,063,431.08	\$ 1,298,944.19	\$ 41,031.50	\$ 175,545.36	\$ 0.00	\$ 0.00	\$ 0.00	\$ 12,227,861.41

Detail Schedule of Change in Depreciation By Class

Tag Number	Description	Acquisition	Disposition	Transfer In	Transfer Out	Error Adjustment
Governmental						
0100 LAND AND LAND IMPROVEMENTS						
9188Z	High School Facility Upgrades to water coolers-8 items	13,919.18	0.00	0.00	0.00	0.00
Total for 0100 Asset Class		\$ 13,919.18	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Suggested Non-GAAP Reports

- **Asset Listing by Grant/Source** = listing of acquisition transaction data by source account code and/or grant identifier
- **Brief Asset Listing** = brief listing (one line per item) of all assets or a subset of them.
 - **Recommended 5 versions of the Brief Asset generated at FYE**
 - Include capitalized items only and Status codes of “Active, New, Excess Asset Held for Sale, and Excess Asset Not in Use (with the exception of the disposition report below).
 - 1) Brief Asset Listing by fund
 - 2) Brief Asset Listing by function
 - 3) Brief Asset Listing by asset class
 - 4) Acquisitions for current fiscal year
 - 5) Dispositions for current fiscal year

Suggested Non-GAAP Reports

- **Book Value Report** = displays depreciation information listing original cost, salvage value, book value, % of depreciation, and last year of useful life.
 - The current FY is used for the reporting date.
 - **Recommended 4 versions generated at FYE**
 - Include capitalized items only and Status codes of Active, New, Excess Asset Held for Sale, and Excess Asset Not in Use (with the exception of the disposition reports below).
 - 1) Book Value Report by function
 - 2) Book Value Report by class
 - 3) Depreciation for current FY dispositions by function
 - 4) Depreciation for current FY dispositions by class

Suggested Non-GAAP Reports

- **Audit Report** = tracks changes made in the application
 - For FYE, generate the **Official** Option
- **Depreciation Posting Report**
- **Fiscal Year Ending Balances Report**

Fiscal Year-End Closing Procedure

- Close the current fiscal year by clicking the Close Icon in Core>Fiscal Years
 - ✓ Advances 'Last Closed Fiscal Year' date in Core>Configuration by one year
 - ✓ Adds one year's worth of depreciation to LTD depreciation field
 - ✓ Updates beginning balance fields for new FY on the item record
 - ✓ Generates **Inventory FYE Bundle**
 - The necessary reports and the bundle will be emailed in a zipped format.

Fiscal Year-End Closing Procedure

- In Core>Fiscal Years, create FY2025, open the year and make it current to start processing inventory for the new year.
- If GAAP flag is not enabled and the entity would like to start on GAAP for the next fiscal year, ITC intervention is required.
 - ITC must click on 'Enable GAAP flag' in Core>Configuration. It run the process that updates the beginning balances accordingly and generates a report.
 - Contact us at fiscal.support@noacsc.org and ask us to turn on GAAP if you do not see the GAAP reports and would like to (once GAAP is turned on in Inventory, it will remain on unless you ask us to disable it.)
 - Once enabled, entity may start entering inventory for the new fiscal year.

➤ *NOTE: You do not have to be a GAAP filer to use the GAAP Inventory reports.*

Inventory

Questions?