Reserve Balance Analysis and Carryover Reserves Adjustments

1) Identify the Reserved Fund Balance Breakdown from the Prior Year
Budget Comparison and Surplus Analysis Report

Example:

SUMMARY OF FUND BALANCE	
Reserved	
Sales and Services	50,000.00
Live Works Projects	80,000.00
Technology Fees	50,000.00
Total Reserved	$ 180,000.00
Unreserved	
Surplus	1,000.00
Total Fund Balance	$ 181,000.00

2) Tie reserves on Budget Comparison and Surplus Analysis Report to General Ledger.

Run the query titled: **0GL023_LEDGER_FUNDING_SOURCE**
Enter the parameters below.

Business Unit:		8XXXX	
Fiscal Year:		2008	
Accounting Period 2:		0	*It is VERY important to put a "zero" here.
Accounting Period:		0	Period "zero" will give you the beginning balances only.
Ledger:		ACTUALS	
Account:		3XXXXX	
Account:		399999	
Funding Source:		01000	
Funding Source:		99999	

The above example should yield the total surplus & reserves of $181,000.

3) Make any needed adjustments to bring the fund balance / reserves balance into agreement.

   If your balances don't agree, here are some things to check.
   1)   You have reserve amounts (3XXXXX) accounts in agency funds. The (3XXXXX) funds
         in agency accounts should be adjusted to funds held for others.
   2)   Bond funds should be excluded when you turn the above query into a pivot table to review the
         results. (See if you are in balance without the bond funds included.)
            - Exclude everything in Program NONE01-

4) Prepare and record the entry needed to move any carryover reserves to the revenue account
   492001 Carryover - Transfer from Reserves. This will pull these funds to the correct place on the
   budget template and will help show budgetary compliance with revenue.

The query used in step 2 will give you the necessary information to use to record your entry. In the above example, I would find the following in the query:		
		Fund SRC/PROJ - PROGRAM
337083 Reserved for Carryover-DTAE	50,000.00	60135/60015035 - 4110401
337081 Other Reserves - Local	80,000.00	55002/55002 - 4110401
337083 Reserved for Carryover-DTAE	50,000.00	61003/61003001 - 4110301
	$ 180,000.00	

The Entry would look something like this:	
337083 Reserved for Carryover DTAE	50000 60135/60015035 - 4110401
492001 Carryover - Transfer from Reserve	-50000 60135/60015035 - 4110401
337081 Other Reserves - Local	80000 55002/55002 - 4110401
492001 Carryover - Transfer from Reserve	-80000 55002/55002 - 4110401
337083 Reserved for Carryover - DTAE	50000 61003/61003001 - 4110301
492001 Carryover - Transfer from Reserve	-50000 61003/61003001 - 4110301

WHAT HAPPENS IF I DON'T SPEND ALL OF THESE FUNDS IN FY 2008?
   Account 492001 closes to surplus (390001) just like any other revenue account. You would
   include it in the 998 period when you do the adjustment to move surplus (390001) to
   the various RESERVE accounts.