



Office of the Washington State Auditor

Pat McCarthy

Schedule 06 – Live Follow Up Webinar

Presented live to:

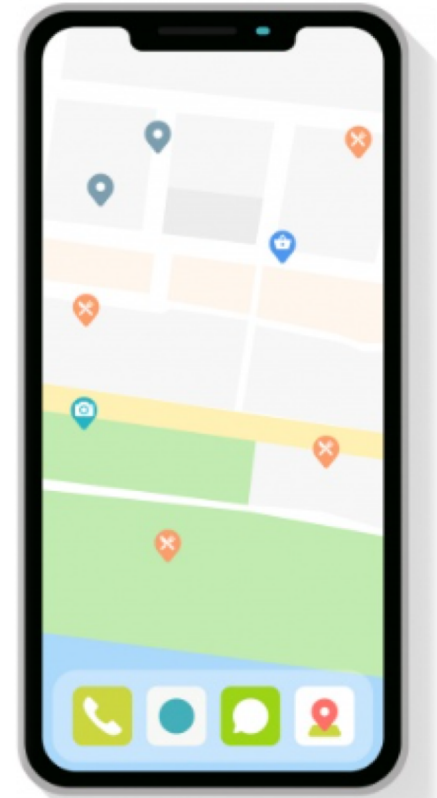


Washington Association
of **COUNTY OFFICIALS**

Our Plans for This Webinar

A G E N D A

1. The Recap
2. Questions Asked Since the Pre-Webinar
3. Questions from the Audience
4. What's Next





Prerequisite: WACO Pre-Webinar Recording



Search...



▶ About WACO

▶ Our Work

▶ Resources

▶ Affiliates



Washington County Government



WACO
Conference



Professional
Training



Legislative
Advocacy



Our
Meetings



Courthouse
Journal

Recap

What the Schedule 06 Collects

Your Audit

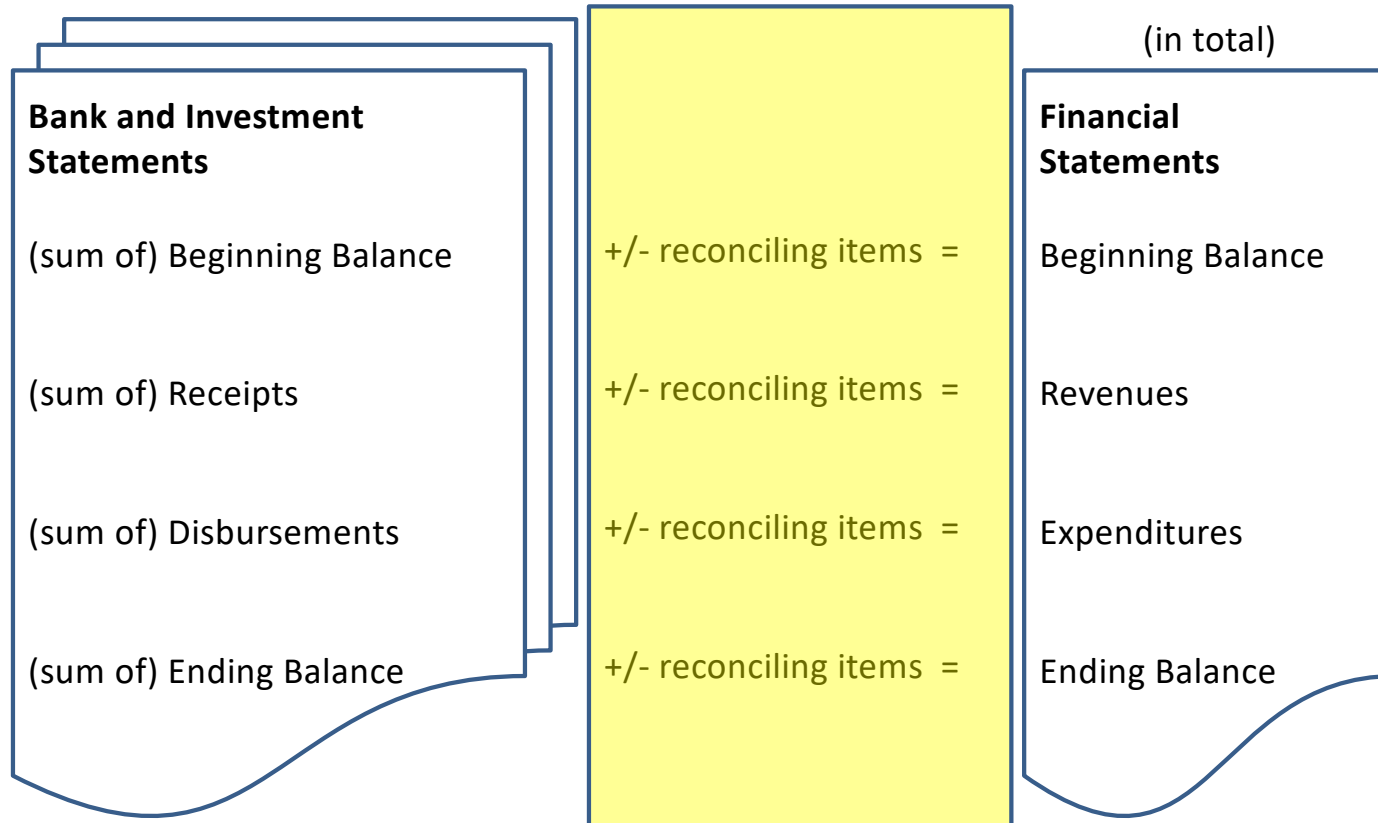
FIRST BANK OF WIKI 1425 JAMES ST. PO BOX 4000 VICTORIA BC V8X 3A4 1-800-555-5555					CHEQUING ACCOUNT STATEMENT Page: 1 of 1				
JOHN JONES 1563 DUNDAS ST W APT 27 TORONTO ON M8K 1Y2					Statement period: 2003-10-09 to 2003-11-08				
Date	Description	Ref	Withdrawals	Deposits	Balance				
2003-10-08	Previous balance				0.55				
2003-10-14	Payroll Deposit - HOTEL			694.81	695.36				
2003-10-14	Web Bill Payment - MASTERCARD	9685	200.00		495.36				
2003-10-16	ATM Withdrawal - INTERAC	3660	21.25		474.11				
2003-10-16	Fees - Interac		1.50		472.61				
2003-10-20	Interac Purchase - ELECTRONICS	1975	2.99		469.62				
2003-10-21	Web Bill Payment - AMEX	3314	300.00		169.62				
2003-10-22	ATM Withdrawal - FIRST BANK	0064	100.00		69.62				
2003-10-24	Interac Refund - ELECTRONICS	1975		29.08	98.70				
2003-10-27	Telephone Bill Payment - VISA	2475	6.77		91.93				
2003-10-28	Payroll Deposit - HOTEL			694.81	786.74				
2003-10-30	Web Funds Transfer - From SAVINGS	2620		33.55	820.29				
2003-11-03	Pre-Auth. Payment - INSURANCE		100.00		720.29				
2003-11-03	Cheque No. - 409		100.00		620.29				
2003-11-06	Mortgage Payment	710.49			49.80				
2003-11-07	Fees - Overdraft		5.00		44.80				
2003-11-08	Fees - Monthly		5.00		39.80				
*** Totals ***					1,442.61				

VS

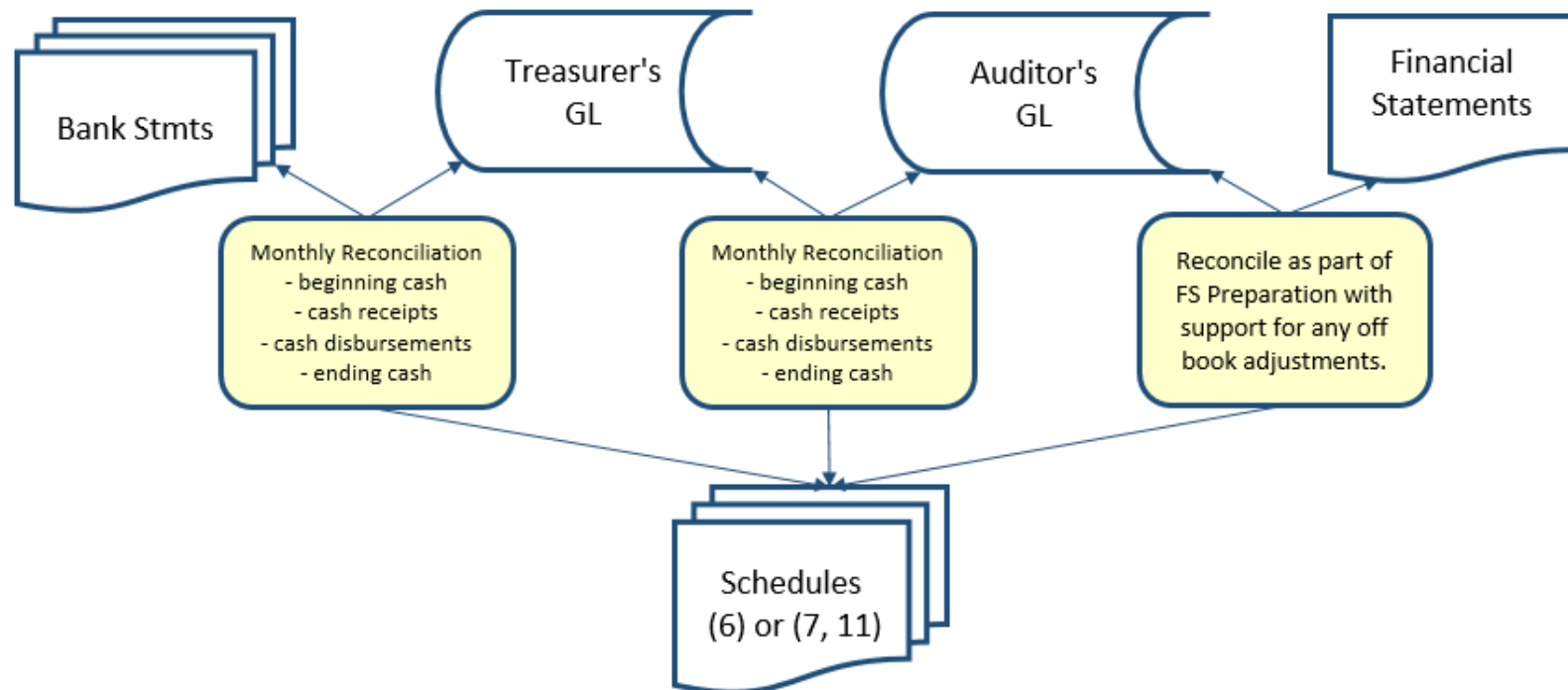
Fund Resources and Uses Arising from Cash Transactions For the Year Ended December 31, 2017				
	Total for All Funds (Memo Only)	001 Current Expense	103 E911	104 IHCS
Beginning Cash and Investments				
30810 Reserved	11,397,783	203,824	475,117	2,068,201
30880 Unreserved	7,287,010	3,341,842	-	-
388 / 588 Prior Period Adjustments, Net	-	-	-	-
Revenues				
310 Taxes	7,618,304	4,764,817	478,254	9,231
320 Licenses and Permits	173,800	90,317	-	83,042
330 Intergovernmental Revenues	12,741,458	1,842,512	585,331	1,902,132
340 Charges for Goods and Services	3,810,006	662,814	42,358	71,406
350 Fines and Penalties	760,570	759,684	-	-
360 Miscellaneous Revenues	3,212,008	477,867	310	22,714
Total Revenues:	28,316,146	8,598,011	1,106,253	2,088,525
Expenditures				
510 General Government	5,116,248	4,106,536	-	-
520 Public Safety	4,003,485	3,109,251	726,589	-
530 Utilities	1,321,730	-	-	-
540 Transportation	9,251,286	-	-	-
550 Natural and Economic Environment	824,912	432,234	-	-
560 Social Services	2,627,572	33,007	-	2,307,486
570 Culture and Recreation	329,246	141,203	-	-
Total Expenditures:	23,474,480	7,822,232	726,589	2,307,486
Excess (Deficiency) Revenues over Expenditures:	4,841,666	775,780	379,664	(218,961)
Other Increases in Fund Resources				
391-393, 596 Debt Proceeds	-	-	-	-
397 Transfers-In	880,074	81,000	-	100,000
385 Special or Extraordinary Items	746,469	746,469	-	-
386 / 389 Custodial Activities	140,516	124,043	-	50
381, 395, 398 Other Resources	116,992	-	-	-
Total Other Increases in Fund Resources:	1,884,050	951,512	-	100,050
Other Decreases in Fund Resources				
594-595 Capital Expenditures	4,027,102	71,394	8,841	150,465
591-593, 599 Debt Service	167,500	-	-	-
597 Transfers-Out	880,074	717,580	-	-
585 Special or Extraordinary Items	746,469	-	-	-
586 / 589 Custodial Activities	14,012	-	-	-
581 Other Uses	-	-	-	-
Total Other Decreases in Fund Resources:	5,835,157	788,975	8,841	150,465
Increase (Decrease) in Cash and Investments:	890,560	938,317	370,823	(269,376)
Ending Cash and Investments				
5081000 Reserved	11,395,793	816,365	845,940	1,798,825
5080000 Unreserved	8,179,559	3,667,617	-	-
Total Ending Cash and Investments	19,575,352	4,483,983	845,940	1,798,825

The accompanying notes are an integral part of this statement.

Your Audit



Counties



SCHEDULE 06

Column by Column

	FROM BANK STATEMENTS				FROM GL			
<i><u>Bank & Investment Account (1)</u></i>	<i>Beginning Balance (2)</i>	<i>Cash Inflows (3)</i>	<i>Cash Outflows (4)</i>	<i>Ending Balance (5)</i>	<i>Non-reported cash inflows (6)</i>	<i>Non-reported cash outflows (7)</i>	<i>Reported increases without cash inflows (8)</i>	<i>Reported decreases without cash outflows (9)</i>
<i>[account 1]</i>								
<i>[account 2]</i>								
<i>[account 3]</i>								
<i>[account 4]</i>								
<i>[account 5]</i>								
<i>[account 6]</i>								
<i>REVOLVING FUNDS</i>								
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

SCHEDULE 06

Columns 1 – 5 From the Bank Statement

1. Identify and list all bank accounts. Further Identify all change or cash funds which are not evidenced by a bank account.
2. Enter the beginning balances, total deposits, total disbursements, and ending balances from each account for the year. This data should be verifiable with the bank statements themselves.
3. For cash and other change funds not evidenced by accounts, no deposit or disbursement data is necessary UNLESS one of those funds received an increase or decrease in authorized balances during the year.

Bank & Investment Account (1)	Beginning Balance (2)	Cash Inflows (3)	Cash Outflows(4)	Ending Balance (5)
County Treasurer Main Checking (1)	\$ 16,878,523.66	\$ 640,537,212.92	\$ 640,202,606.33	\$ 17,213,130.25
County Clerk Trust Checking (1)	\$ 414,657.16	\$ 2,371,536.22	\$ 2,009,062.70	\$ 777,130.68
County Justice Court (1)	\$ 210,686.64	\$ 1,982,841.03	\$ 2,015,150.36	\$ 178,377.31
Local Government Investment Pool (2)	\$ 123,961,186.91	\$ 247,661,165.60	\$ 191,984,808.91	\$ 179,637,543.60
Custodial Account - Investments (2)	\$ 6,309,936.86	\$ 3,115,941.70	\$ 835,166.87	\$ 8,590,711.69
County Treasurer - Daily Cash (2)	\$ 250,029.24	\$ 29.04	\$ 250,058.28	\$ -
County Clerk - Trust Account Savings (2)	\$ 45,583.73	\$ 0.45	\$ -	\$ 45,584.18
County Clerk - Trust CD (2)	\$ 15,000.00	\$ 4.48	\$ 4.48	\$ 15,000.00
County Treasurer Warrant RRP (3)	\$ -	\$ 263,331,552.11	\$ 263,331,552.11	\$ -
PP Warrant Account (3)	\$ -	\$ 47,835,972.86	\$ 47,835,972.86	\$ -
Civil Claims Imprest Account (3)	\$ 10,000.00	\$ 597.83	\$ 597.83	\$ 10,000.00
County CIR Fund (3)	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
County NI Fund (3)	\$ 16,434.30	\$ 1,909.62	\$ 1,400.00	\$ 16,943.92
County Inmate Trust (3)	\$ 6,806.98	\$ 113,859.44	\$ 107,592.87	\$ 13,073.55
County Auditor Trust Account (3)	\$ 6,217.00	\$ 1,252,665.77	\$ 1,252,469.77	\$ 6,413.00
Department of Licensing Agency Account (3)	\$ 14,889.59	\$ 3,385,451.57	\$ 3,372,987.82	\$ 27,353.34
Auditor's Election Department (3)	\$ 1,000.00	\$ 17,215.62	\$ 13,215.62	\$ 5,000.00
Direct Deposit (3)	\$ -	\$ 15,981,583.85	\$ 15,981,583.85	\$ -
Veteran's Assistance (3)	\$ 14,587.23	\$ 87,182.12	\$ 84,567.84	\$ 17,201.51

	FROM BANK STATEMENTS					FROM GL		
<i><u>Bank & Investment Account (1)</u></i>	<i>Beginning Balance (2)</i>	<i>Cash Inflows (3)</i>	<i>Cash Outflows (4)</i>	<i>Ending Balance (5)</i>	<i>Non-reported cash inflows (6)</i>	<i>Non-reported cash outflows (7)</i>	<i>Reported increases without cash inflows (8)</i>	<i>Reported decreases without cash outflows (9)</i>
<i>[account 1]</i>								
<i>[account 2]</i>								
<i>[account 3]</i>								
<i>[account 4]</i>								
<i>[account 5]</i>								
<i>[account 6]</i>								
REVOLVING FUNDS								
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

SCHEDULE 06

Columns 6 – 7 From the Bank Statement

- Bank account transfers
- Refunds/reimbursements which are due to the correction of an error or other netting adjustments
- Corrections of bank deposits or withdrawal errors
- Cash deposits or purchases relating to investments.

	FROM BANK STATEMENTS						FROM GL	
<i><u>Bank & Investment Account (1)</u></i>	<i>Beginning Balance (2)</i>	<i>Cash Inflows (3)</i>	<i>Cash Outflows (4)</i>	<i>Ending Balance (5)</i>	<i>Non-reported cash inflows (6)</i>	<i>Non-reported cash outflows (7)</i>	<i>Reported increases without cash inflows (8)</i>	<i>Reported decreases without cash outflows (9)</i>
<i>[account 1]</i>								
<i>[account 2]</i>								
<i>[account 3]</i>								
<i>[account 4]</i>								
<i>[account 5]</i>								
<i>[account 6]</i>								
REVOLVING FUNDS								
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

SCHEDULE 06

Columns 8 – 9 Non-Bank Transactions

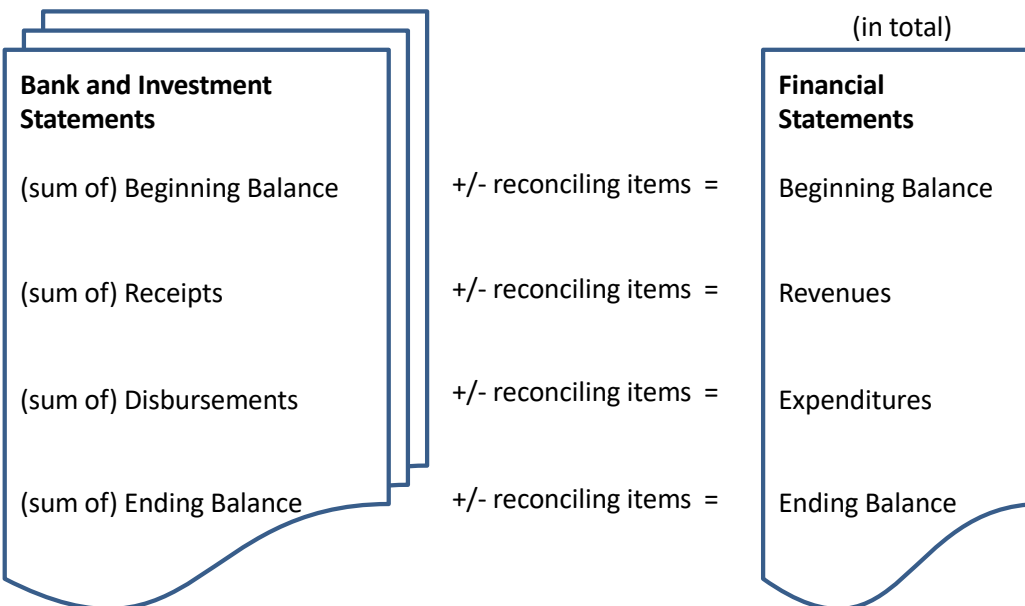
These are events which had no bank account effect, however did affect the financial statements.

- Interfund taxes
- Internal service fund charges
- Interfund loans
- Transfers in and out
- Other financial resources which were handled by an agent.

SCHEDULE 06

Columns 10 – 13 Year End Reconciliation

- These amounts are based on the reconciliation performed as of 12/31 of the reporting year and 12/31 of the year prior, to reconcile out deposits in transit from last year which were already recorded as revenues, for example.
- Include open period items.
- Include any other positive or negative reconciling items.



MCAG No {#####}

{Name of Govt}

Schedule 06

SCHEDULE SUMMARY OF BANK RECONCILIATION
For the Fiscal Year ended December 31, {year}

<u>Bank & Investment Account (1)</u>	<u>Beginning Balance (2)</u>	<u>Cash Inflows (3)</u>	<u>FROM BANK STATEMENTS</u>		<u>Non-reported cash inflows (6)</u>	<u>Non-reported cash outflows (7)</u>	<u>FROM GL</u>		<u>EOY Positive Reconciling Items (Deposits in Transit) (10)</u>	<u>Prior Year Positive Reconciling Items (Deposits in Transit) (11)</u>	<u>RECONCILING ITEMS</u>	
			<u>Cash Outflows (4)</u>	<u>Ending Balance (5)</u>			<u>Reported increases without cash inflows (8)</u>	<u>Reported decreases without cash outflows (9)</u>			<u>EOY Negative Reconciling Items (Outstanding Items & Open Period) (12)</u>	<u>Prior Year Negative Reconciling Items (Outstanding Items & Open Period) (13)</u>
[account 1]												
[account 2]												
[account 3]												
[account 4]												
[account 5]												
[account 6]												
REVOLVING FUNDS												
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

SCHEDULE 06

Which column do I use for _____ on the Schedule 06?

SCHEDULE 06

Did the transaction have an effect on the bank accounts? How so?

Did the transaction get reported on the financial statements? How so?



Has anyone adopted a
monthly global
reconciliation method?

		[Government Name]						
		Global Bank Reconciliation and Proof of Cash Worksheet						
		For [Month, Year]						
Description	Beginning Period (MM/DD/YY)	Deposits	Disbursements	End of Period (MM/DD/YY)	Account Transfers In	Account Transfers Out		
Complete Per Bank Statements:								
Deposit Accounts:								
[TYPE of account] - [NAME of account] - [####]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
[TYPE of account] - [NAME of account] - [####]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
[TYPE of account] - [NAME of account] - [####]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
[TYPE of account] - [NAME of account] - [####]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
[TYPE of account] - [NAME of account] - [####]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
[TYPE of account] - [NAME of account] - [####]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
[TYPE of account] - [NAME of account] - [####]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
[TYPE of account] - [NAME of account] - [####]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
[TYPE of account] - [NAME of account] - [####]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Investment Accounts:								
[TYPE of account] - [NAME of account] - [####]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
[TYPE of account] - [NAME of account] - [####]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
[TYPE of account] - [NAME of account] - [####]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
[TYPE of account] - [NAME of account] - [####]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Add: Petty Cash, Revolving, Imprest Accounts:	\$ -	\$ -	\$ -	\$ -				


Adjustments to Bank Balance:					
<i>Deposits in Transit:</i>					
Beginning Period	\$ -	\$ -			
End of Period				\$ -	
<i>Outstanding Checks:</i>					
Beginning Period	\$ -		\$ -		
End of Period				\$ -	
Bank Errors		\$ -	\$ -		
Other Reconciling Items	\$ -	\$ -	\$ -	\$ -	
Adjusted Bank Balance	\$ -	\$ -	\$ -	\$ -	

Adjustments to Arrive at Trial Balance							
<i>Bank Activity Not Reported:</i>							
Account Transfers		\$	-	\$	-		
Netted Transactions		\$	-	\$	-		
NSF Checks		\$	-	\$	-		
Other Investments Purchases/Sold		\$	-	\$	-		
Cancellation of Unredeemed Warrants		\$	-				
		\$	-	\$	-		
Adjust: Transfers Above Recognized on C4/C5 (for example, clerk trust activity)		\$	-	\$	-		
<i>Transactions Without Bank Activity:</i>							
Interfund Taxes Paid/Received		\$	-	\$	-		
Internal Service Fund Revenues/Expenditures		\$	-	\$	-		
Interfund Loans (381/581)		\$	-	\$	-		
Fund Transfers In/Out (including 600-funds)		\$	-	\$	-		
Deposits/Disbursements handled by Agent		\$	-	\$	-		
Prior Period Adjustments		\$	-	\$	-		
		\$	-	\$	-		
Total Activity and Adjusted Balances	\$	-	\$	-	\$	-	\$



	Fund Reconciliation (Optional):				
	Beginning Cash and Investments	Revenues and Other Increases	Expenditures and Other Decreases	Ending Cash and Investments	
General Fund	\$ -	\$ -	\$ -	\$ -	
Special Revenue Funds					
[Fund Name]	\$ -	\$ -	\$ -	\$ -	
Debt Service Funds					
[Fund Name]	\$ -	\$ -	\$ -	\$ -	
Capital Projects Funds					
[Fund Name]	\$ -	\$ -	\$ -	\$ -	
Enterprise Funds					
[Fund Name]	\$ -	\$ -	\$ -	\$ -	
Internal Service Funds					
[Fund Name]	\$ -	\$ -	\$ -	\$ -	
Non SPD Fiduciary Funds					
[Fund Name]	\$ -	\$ -	\$ -	\$ -	
SPD Funds					
[Fund Name]	\$ -	\$ -	\$ -	\$ -	
TOTAL - ALL FUNDS	\$ -	\$ -	\$ -	\$ -	
VARIANCE	\$ -	\$ -	\$ -	\$ -	





I would appreciate covering transaction types where money is held in suspense and then disbursed in the next year, such as private harvest reserve.

Since the money shows up on the bank statement in one year but the distribution is in another it would be a reconciling item, but not sure how you show that.

[ACCOUNTING PRINCIPLES AND INTERNAL CONTROL ▼](#)[ASSETS ▼](#)[CAPITAL ASSETS ▼](#)[LIABILITIES ▼](#)[REVENUES ▲](#)[Cash Receipting](#)[County Auditor's Operation and Maintenance Fund \(Recording Fees\)](#)[County Treasurer's Operation and Maintenance Fund](#)[Criminal Justice Funding](#)[Diversion of County Road Property Tax](#)

Suspense Funds

3.6 Revenues

3.6.11 Suspense Funds

3.6.11.10 Purpose

The purpose of a suspense fund is to temporarily hold unclassified transactions while a decision is being made as to their classification. This allows for immediate recording of transactions in the general ledger and accounting control over unclassified transactions.

While it is possible for suspense funds to be used for a variety of transaction types, local governments would be expected use suspense funds exclusively for receipts. This presumption is


3.6.11.40 Reporting

Due to the nature of a suspense fund, it would not meet the definition of a custodial fund. Therefore, suspense funds should not be reported in the financial statements.

For financial reporting purposes, it is expected that all suspended receipts at fiscal year-end would be resolved – and corrections reflected in the accounting records - by the time the annual report is submitted. If not all suspended receipts as of fiscal year end have been resolved as of the date of the financial report, the unresolved receipts should be rolled up into the general fund for purposes of financial reporting.


[illegible]






On the topic of revolving funds, is that just for our County funds or am I supposed to include Junior Districts (Special Districts) (ie: Schools, Hospitals, Fire Districts and ect.)?

We don't have that information or get that information. That goes for petty cash too.



Answer: If the bank account supports amounts reported on your own financials, then include the bank account. The Schedule 06 is attempting to tie financial statement activity to bank activity.





Still trying to wrap my head around how to report or track the transactions without bank activity and bank activity not reported – netted transactions.

We have an NSF that hits our bank account that money is taken back out of our account and we do a receipt reducing the revenue.

38

SCHEDULE 06

Columns 6 – 7 From the Bank Statement

- Bank account transfers
- Refunds/reimbursements which are due to the correction of an error or other netting adjustments
- Corrections of bank deposits or withdrawal errors
- Cash deposits or purchases relating to investments.



		[Government Name]					
		Global Bank Reconciliation and Proof of Cash Worksheet					
		For [Month, Year]					
Description	Beginning Period (MM/DD/YY)	Deposits	Disbursements	End of Period (MM/DD/YY)	Account Transfers In	Account Transfers Out	
Complete Per Bank Statements:							
Deposit Accounts:							
[TYPE of account] - [NAME of account] - [####]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
[TYPE of account] - [NAME of account] - [####]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
[TYPE of account] - [NAME of account] - [####]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
[TYPE of account] - [NAME of account] - [####]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
[TYPE of account] - [NAME of account] - [####]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
[TYPE of account] - [NAME of account] - [####]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
[TYPE of account] - [NAME of account] - [####]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
[TYPE of account] - [NAME of account] - [####]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
[TYPE of account] - [NAME of account] - [####]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
[TYPE of account] - [NAME of account] - [####]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Investment Accounts:							
[TYPE of account] - [NAME of account] - [####]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
[TYPE of account] - [NAME of account] - [####]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
[TYPE of account] - [NAME of account] - [####]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
[TYPE of account] - [NAME of account] - [####]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Add: Petty Cash, Revolving, Imprest Accounts:	\$ -	\$ -	\$ -	\$ -			


SCHEDULE 06

Columns 8 – 9 Non-Bank Transactions

These are events which had no bank account effect, however did affect the financial statements.

- Interfund taxes
- Internal service fund charges
- Interfund loans
- Transfers in and out
- Other financial resources which were handled by an agent.





What is correct petty cash procedure? Is Petty Cash noted as “revolving fund” on schedule 6?

[illegible]

Questions from the Audience



What's Next



Get Help



SAO HelpDesk
(sao.wa.gov)

Niles.Kostick@sao.wa.gov