

PRACTICAL EXERCISE ANSWER (Slide 59)

Department of Building Inspection

Budget to Accounting to Reporting Cycle

- Bold black entries display government accounting entries
- Blue entries display the corresponding CCSF Financial Accounting and Management Information System general ledger accounts

Basic Journal Entry

(FAMIS GL numbers and titles in parentheses)

Event 1: Record Sources Budget *AAO with Budget Interface Transactions*

<i>FAMIS GL</i>	General Ledger Description	Debit	Credit
<i>401</i>	Estimated Apt. License Fee Revenues <i>(Sources-AAO Budget)</i>	\$4.M	
<i>401</i>	Estimated Plan Checking Revenues <i>(Sources-AAO Budget)</i>	\$8.0M	
<i>401</i>	Estimated Building Permit Revenues <i>(Sources-AAO Budget)</i>	\$15.4M	
<i>399</i>	Budgetary Fund Balance <i>(Unreserved-Available for Appropriation)</i>		\$ 27.4M
	<i>Additional FAMIS Entries used for reporting or internal control</i>		
<i>381</i>	<i>(Unrealized Estimated Sources)</i>	\$27.4M	
<i>49A</i>	<i>(Budgetary Clearing)</i>		\$27.4M

Basic Journal Entry

(FAMIS GL numbers and titles in parentheses)

Event 2: Record Uses Budget *AAO with Budget Interface Transactions*

FAMIS GL	General Ledger Description	Debit	Credit
399	Budgetary Fund Balance <i>(Unreserved-Available for Appropriation)</i>	\$27.4M	
421	Appropriations <i>(Uses – AAO Budget – Salary)</i>		\$25.7M
421	Appropriations <i>(Uses – AAO Budget – Materials & Supplies)</i>		\$1M
421	Appropriations <i>(Uses – AAO Budget – Transfer to Other Funds)</i>		\$0.7M
49A	<i>(Budgetary Clearing)</i>	\$27.4M	
379	<i>Reserve for Appropriation</i>		\$27.4M

Basic Journal Entry
(FAMIS GL numbers and titles in parentheses)

Event 3: Record Cash and Related Revenues

<i>FAMIS GL</i>	General Ledger Description	Debit	Credit
<i>101</i>	Cash <i>(Equity in City Treasury –Pooled)</i>	\$4.5M	
<i>411</i>	Revenues – Apartment License Fees <i>(Actual Sources)</i>		\$4.5M

Basic Journal Entry
(FAMIS GL numbers and titles in parentheses)

Event 4: Record Cash and Related Revenues

<i>FAMIS GL</i>	General Ledger Description	Debit	Credit
<i>101</i>	Cash <i>(Equity in City Treasury –Pooled)</i>	\$16M	
<i>411</i>	Revenues – Building Permit Fees <i>(Actual Sources)</i>		\$16M

Basic Journal Entry
(FAMIS GL numbers and titles in parentheses)

Event 5: Record Revenue and Receivable and Cash Receipt

<i>FAMIS GL</i>	General Ledger Description	Debit	Credit
<i>125</i>	Accounts Receivable <i>(Accounts Receivable)</i>	\$6.1M	
<i>411</i>	Revenues – Plan Checking Fees <i>(Actual Sources)</i>		\$6.1M
<i>101</i>	Cash <i>(Equity in City Treasury –Pooled)</i>	\$6.1M	
<i>125</i>	Accounts Receivable <i>(Accounts Receivable)</i>		\$6.1M

Basic Journal Entry
(FAMIS GL numbers and titles in parentheses)

Event 6: Record Receivable and Related Revenue

<i>FAMIS GL</i>	General Ledger Description	Debit	Credit
125	Accounts Receivable <i>(Accounts Receivable)</i>	\$1.3M	
411	Revenues – Plan Checking Fees <i>(Actual Sources)</i>		\$1.3M

Basic Journal Entry
(FAMIS GL numbers and titles in parentheses)

Event 7: Record Receivable, Revenue, and then Defer Revenue

<i>FAMIS GL</i>	General Ledger Description	Debit	Credit
125	Account Receivable <i>(Accounts Receivable)</i>	\$0.8M	
411	Revenues – Plan Checking Fees <i>(Actual Sources)</i>		\$0.8M
411	Revenues – Plan Checking Fees <i>(Actual Sources)</i>	\$0.8M	
249	Deferred Revenues <i>(Deferred Credits)</i>		\$0.8M

Basic Journal Entry
(FAMIS GL numbers and titles in parentheses)

Event 8: Issue Purchase Order for Materials

<i>FAMIS GL</i>	General Ledger Description	Debit	Credit
<i>470</i>	Encumbrances-Materials <i>(Encumbrances)</i>	\$0.5M	
<i>349</i>	Budgetary Fund Balance- Reserved for Encumbrances <i>(Reserved for Encumbrances)</i>		\$0.5M

Basic Journal Entry
(FAMIS GL numbers and titles in parentheses)

Event 9: Issue Purchase Order for Office Supplies

<i>FAMIS GL</i>	General Ledger Description	Debit	Credit
<i>470</i>	Encumbrances-Office Supplies <i>(Encumbrances)</i>	\$0.3M	
<i>349</i>	Budgetary Fund Balance-Reserved for Encumbrances <i>(Reserved for Encumbrances)</i>		\$0.3M

Basic Journal Entry
(FAMIS GL numbers and titles in parentheses)

Event 10: Record Purchase of Office Supplies & Close Related Encumbrance

<i>FAMIS GL</i>	General Ledger Description	Debit	Credit
<i>431</i>	Expenditures For Office Supplies <i>(Actual Uses)</i>	\$0.2M	
<i>201</i>	Vouchers Payable <i>(Vouchers Payable)</i>		\$0.2M
<i>349</i>	Budgetary Fund Balance-Reserved for Encumbrances <i>(Reserved for Encumbrances)</i>	\$0.2M	
<i>470</i>	Encumbrances-Office Supplies <i>(Encumbrances)</i>		\$0.2M

Basic Journal Entry
(FAMIS GL numbers and titles in parentheses)

Event 11: Record Purchase of Office Materials & Close Encumbrance

<i>FAMIS GL</i>	General Ledger Description	Debit	Credit
<i>431</i>	Expenditures For Materials <i>(Actual Uses)</i>	\$500k	
<i>201</i>	Vouchers Payable <i>(Vouchers Payable)</i>		\$500k
<i>349</i>	Budgetary Fund Balance-Reserved for Encumbrances <i>(Reserved for Encumbrances)</i>	\$500k	
<i>470</i>	Encumbrances-Materials <i>(Encumbrances)</i>		\$500k

Basic Journal Entry
(FAMIS GL numbers and titles in parentheses)

Event 12: Record Salaries Expense through 6/15/07

<i>FAMIS GL</i>	General Ledger Description	Debit	Credit
<i>431</i>	Salaries Expense <i>(Actual Uses)</i>	\$23.2M	
<i>101</i>	Cash <i>(Equity in City Treasury –Pooled)</i>		\$23.2M

Basic Journal Entry
(FAMIS GL numbers and titles in parentheses)

Event 13: Record Salaries Expense through 6/30/07 & Related Payable

<i>FAMIS GL</i>	General Ledger Description	Debit	Credit
<i>431</i>	Salaries Expense <i>(Actual Uses)</i>	\$1.5M	
<i>207</i>	Accrued Payroll <i>(Accrued Payroll Liability)</i>		\$1.5M

Basic Journal Entry
(FAMIS GL numbers and titles in parentheses)

Event 14: Record Transfer to General Fund

<i>FAMIS GL</i>	General Ledger Description	Debit	Credit
<i>423</i>	Transfer to General Fund <i>(Uses-Other Transfers and Allocations)</i>	\$0.7M	
<i>101</i>	Cash <i>(Equity in City Treasury –Pooled)</i>		\$0.7M