



CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF THE CONTROLLER

Ben Rosenfield
Controller

Todd Rydstrom
Deputy Controller

TO: Departmental Accounting Contact
FROM: Carmen LeFranc, CAFR Manager *CLF*
DATE: June 16, 2016
SUBJECT: Year-end Cash Receipts

This memorandum is to provide departments with guidelines for recording cash receipts during the closing period of fiscal year 2015-2016.

Cash received on or before June 30, 2016:

Department should deposit all receipts to the bank by June 30, 2016. Online departments should record the bank deposit in FAMIS on the same day of the deposit. Departments that are not on line should submit the Receipts Processing Forms (RPF) to the Controller's Office before 3:00 P.M. on the day of deposit. The Controller's Office will also accept faxed RPF's at 554-7578.

Departments are reminded to record cash receipts in the same fiscal period as the deposit to the bank. Cash deposits on or before June 30, 2016 should be recorded in FAMIS as FM12-2016 (June 2016) transactions. Cash deposits on and after July 1, 2016 should be recorded as FM01-2017 (July 2016) transactions.

The Controller's Office will be contacting departments that have problems depositing their cash receipts to the bank on the day of receipt. If you have a large receipt on June 30, 2016 and cannot deposit to the bank on that day, please call Jimmy Huang at 554-7417.

Revenue earned but not received:

Departments should record as receivables any revenue earned but not yet received as of June 30, 2016. A listing of transaction codes in ONLINE FAMIS for recording revenue receivables is shown below. When the related cash is received, departments must record the transaction as a reduction of receivables.

Transactions for recording revenue receivables:

T/C without next period auto reversal

<u>T/C</u>	<u>Description</u>
508	Increase Revenue Receivables with Subsidiary (Non-Grant)
518	Credit Revenue and Debit GL Account Without Subsidiary
526	Increase Recognition of Deferred Grants/Subvention Revenues (GL222-224)
528	Increase Periodic Accrual of Grants, Subventions & Allocated Rev (GL120-123)
538	Credit Revenue and Debit GL Accounts with Subsidiary
548	Increase Revenue & Decrease Current Liability with Doc. & Subsidiary

T/C with next period auto reversal

674	Accrue Revenue without Subsidiary
678	Accrue Revenue with Subsidiary
658 & 657	Receipts Increase Deferred Liabilities with Subsidiary
667R	Receipts Abate Expenditure

If you have any questions, please call Jimmy Huang at 554-7417.