

# Year-End Receipts Processing

Unverified Deposits  
Received in Treasury  
by June 30th

# Unverified Deposits

- Each year funds are deposited into the State Treasury on June 30<sup>th</sup>
- Over-the-Counter, ACH and Wire deposits to the Treasury on June 30<sup>th</sup> may not be accounted for on that date
- Some of these deposits are not accounted for on June 30<sup>th</sup> due to:
  - The agency inputs a transaction into FLAIR that is not verified by close of business on June 30<sup>th</sup>
  - The agency did not input a transaction into FLAIR by June 30<sup>th</sup> for funds received in the bank
  - The bank deposit or FLAIR receipt transaction contained errors

# FLAIR Deposits not Verified by June 30th

- If a FLAIR transaction is not verified by 3:00 p.m. on June 30<sup>th</sup>:
  - Deposits not verified will be rejected by the Treasury and deleted during nightly processing on June 30<sup>th</sup>
  - The agency must create a reversing entry for each deleted deposit with a PPI of M or Y

# FLAIR Deposits not Verified by June 30th

- Examples of entries that agencies will need to input for each deposit that is deleted during nightly processing on June 30<sup>th</sup>:

In July, TR30 reversing June receipt to GR Fund:

SF	GL Code	Description	Amount	PPI	BKI	DR	CR	I/A
1	6****	Revenues	5,000.00	M/Y	N	X		I
1	54600	Collections - General Revenue Fund	5,000.00				X	A

In July, TR30 reversing June receipt to TF or WC Fund:

SF	GL Code	Description	Amount	PPI	BKI	DR	CR	I/A
2,3	6****	Revenues	5,000.00	M/Y	N	X		I
2,3	12100	Unreleased Cash in State Treasury	5,000.00				X	A

# Unverified Deposit Accounting

- Unverified deposits must be accounted for properly in the agency's financial records for:
  - General Revenue (GR) Funds
  - Trust (TF) and Working Capital Funds

# Unverified Deposits Accounting for General Revenue

# Unverified Deposit Accounting - GR

- For General Revenue Funds:
  - In July, input TR I0s in GR with a PPI to record June unverified deposits

SF	GL Code	Description	Amount	PPI	BKI	DR	CR	I/A
1	12400	Cash in State Treasury - Unverified	5,000.00	M/Y		X		I
1	6****	Revenues	5,000.00	M/Y			X	I

# Unverified Deposit Accounting - GR

- For General Revenue Funds:
  - In July, input a TR30 to record the cash receipt and transfer to Treasury for verification

SF	GL Code	Description	Amount	PPI	BKI	DR	CR	I/A
1	54600	Collections - General Revenue Fund	5,000.00			X		A
1	6****	Revenues	5,000.00				X	I



# Unverified Deposit Accounting - GR

- For General Revenue Funds:
  - In July, input TR I0s without a PPI to reverse unverified deposit

SF	GL Code	Description	Amount	PPI	BKI	DR	CR	I/A
1	6****	Revenues	5,000.00			X		I
1	12400	Cash in State Treasury - Unverified	5,000.00				X	I

# Unverified Deposit Accounting - GR

- For General Revenue Funds:
  - In July, input TR I0s with a PPI to close collections against revenues as part of the year-end financial statement process for GR funds

SF	GL Code	Description	Amount	PPI	BKI	DR	CR	I/A
1	6****	Revenues	5,000.00	Y		X		I
1	54600	Collections - General Revenue Fund	5,000.00	Y			X	I

# Unverified Deposits Accounting for Trust (TF) and Working Capital Funds

# Unverified Deposit Accounting - TF

- For Trust and Working Capital Funds:
  - In July, input TR I0s with a PPI recording June unverified deposits

SF	GL Code	Description	Amount	PPI	BKI	DR	CR	I/A
2,3	12400	Deposits in State Treasury - Unverified	5,000.00	M/Y		X		I
2,3	6****	Revenue	5,000.00	M/Y			X	I

# Unverified Deposit Accounting - TF

- For Trust and Working Capital Funds:
  - In July, input a TR30 to record the cash receipt and transfer to Treasury for verification

SF	GL Code	Description	Amount	PPI	BKI	DR	CR	I/A
2,3	12100	Unreleased Cash in State Treasury	5,000.00			X		A
2,3	6****	Revenues	5,000.00				X	I

# Unverified Deposit Accounting - TF

- For Trust and Working Capital Funds:
  - In July, input TR I0s without a PPI to reverse unverified deposit

SF	GL Code	Description	Amount	PPI	BKI	DR	CR	I/A
2,3	6****	Revenues	5,000.00			X		I
2,3	12400	Cash in State Treasury - Unverified	5,000.00				X	I

# Unverified Deposit Accounting - GR

- For Trust and Working Capital Funds :
  - Balances are brought forward with TR08s into the new year when the agency closes its books for the prior year

SF	GL Code	Description	Amount	PPI	BKI	DR	CR	I/A
1	12400	Cash in State Treasury - Unverified	5,000.00			X		A
1	5****	Fund Equity	5,000.00				X	A

- **NOTE:** This is a year end entry that happens regardless of whether unverified deposits entries are made by an agency

# Additional Information

- For additional information please see CFO Memorandum No. 04 (2013-2014) at:

<http://www.myfloridacfo.com/Division/AA/Memos/cfo/2010s/default.htm>

- Please send questions to the Bureau of Financial Reporting at:  
[SFRS@myfloridacfo.com](mailto:SFRS@myfloridacfo.com)