General Accounting/Financial Reporting (GA/FR) will not require the preparation of the 2012 year end Financial Statement Workbooks (fund level statements) for Auxiliary and Incidental funds (141, 142, 143, 144, 145, 147, 149, 151, 152, 159, 161, 162, 163, 181, 182, 185 and 186). Most the information necessary to prepare these adjusting entries is provided by Finance & Accounting core offices: Adjustments for payroll, investment, accounts payables, etc. However, for specific accrual information, GA/FR relies on the departments and the former fund prepares. This accrual information, with the appropriate backup documentation, must be sent to GA/FR **no later than August 3rd**: uas-auxiliary@admin.ufl.edu. All adjusting entries will be created, reviewed and posted by GA/FR.

**Accrual Information Provided by the Auxiliaries/Departments**

**Accounts Receivable**
- Amounts due the University for goods or services fully rendered as of 06/30/12.
- **Do not include receivables from other UF departments related to internal sales.**
- **Do not include the Student Fee receivables, provided by the Bursar Office (formerly University Student Financial) as they will be recorded by General Accounting/Financial Reporting.**
- You can review the deposits posted in July to determine whether they are valid receivables at June 30, 2012 (query UF_GL_JOURNAL_DETAIL_QUERY2: AR source, 4xxxxx accounts)

**Allowance for Doubtful Accounts**
- Analyze old receivables and consider recording an allowance for doubtful accounts, if needed.

**Deferred Revenue**
- Revenue collected in FY12 for which the service has not been fully rendered as of 06/30/12

**Other Liabilities**
- Deposit Held in Custody
- Due to Customers
- Royalties Payable
- Etc.

**Accounts Payable**
- No information is needed unless your payable information is significantly different from the vouchers posted in July with an invoice date prior to 06/30/12.

**Note:** If your fund contains multiples cost centers that you do no management, you may need to collect the information for the individual departments.

**Accrual Information from Core Offices**

- Internal sales elimination
• Investments
• Salaries payable
• Inventory (information requested separately from the departments)
• Compensated Absences liability
• Other Postemployment Benefits liability
• Credit card fee adjustment (fund 143)
• Reclassification of operating expenditures to fund 101 (fund 143)
• Reclassification of principal and interest payment to SBA (fund 147)
• Capital expense reconciliation (fund 149)
• Reclassification of non-Auxiliary expenses to fund 101 (fund 159)
• Adjustment of revenue to match Practice Plan audited Financial Statements (fund 186)
• Other

Materiality

*Please note that General Accounting still requires auxiliaries with annual revenue in excess of $1M to prepare yearend Auxiliary Financial Statements.

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