

APPENDIX L – PROCEDURES EOY FIXED ASSET CLOSE

Procedures – Year-end Close of Fixed Assets

At year-end certain fixed asset related reports are run and certain reconciliation and detail schedules are prepared. These files are put in a folder similar to “\Accounting\XLACCT\Accounting\202X\Fixed Assets\202X GL Recon” each year. From these schedules certain year-end entries are made and schedules prepared for the auditors and the ACFR. Schedules and their purpose are as follows (using 202X year-end naming):

| Schedule Prepared | Purpose of Schedule |
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| 202X reconciliation w GASB34 adj V# and date | <p>Typically start with Version #1. As major sections are completed or reviewed a new version will be started and the prior version saved. Last version may be given a name that includes “FINAL” or “wPCLs” and will have the highest version and latest date. Schedule is the main year-end reconciliation and includes the following:</p> <ol style="list-style-type: none"> 1. A reconciliation tab for each fund with fixed assets. These tabs roll the asset detail from the subsystem forward by account from the beginning of the year to the end of the year identifying the change elements (additions, disposals, transfers, etc.) for each Fund on a separate tab. It does the same for the ledger balances for Asset Cost/ Accum Depreciation/Fixed Asset Contra accounts also identifying the types of activity. It compares the changes in the subsystem to the ledger and any differences are identified. It also summarizes the activity by category (capital addition, disposal, etc) at the bottom of the schedule for later use in the footnote summary. 2. Entry tabs will follow for each fund, that document any year-end entries needed. 3. “Totals 202X” This tab is a summary of the BOY and EOY balances for the Cost and A/D account for each fund per the fixed asset subsystem. The amounts are pulled from the YE fixed asset inventory listing from CSF. See spreadsheet titled “Released PRD EOY 01_06_25 1pm.xlsx” below. This information provides a check balance on the reconciliation tabs discussed in Step #1. 4. “202XActivitybyProcess” This tab is a summary of the subsystem activity by type of activity (depreciation, addition, disposal, etc.). It is a copy from the spreadsheet “Activity By Process 12-31-2X as of 1-6-25.xlsx” in the 202X GL Recon folder, prepared from a CSF activity report. This tab is used to provide the subsystem activity by type as input on the reconciliation tabs in Step #1. 5. “bal sheet 12 31 2X” This tab is a summary of the general ledger trial balance amounts for the Asset Cost/ Accum Depreciation/Fixed Asset Contra accounts from a CSF Analytics Trial Balance Report. The information provides a check balance on the reconciliation tabs for the ledger roll forward in step #1 above. |

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| | <ol style="list-style-type: none"> 6. "202X Sys Depr Pivot by Org" This tab is a summary of the depreciation by Org from the file "Depr 202X Ledger Activity 4-15-25.xlsx", which is being grouped by functional category for the footnote disclosure. The schedule is a Pivot to group the amounts so they can be pulled over to the tab "202XGASB 34 Genl Depr". 7. "202XGASB 34 Genl Depr" This tab takes the depreciation information from Step #6 and makes groupings/adjustments that culminate in the footnote amounts for depreciation by function and fund type. It also contains a rollforward check of the subsystem by activity amounts by Agency. 8. "GOV23 for Note 5 202X" This tab rolls forward all the fixed asset cost and accumulated depreciation amounts by type of activity in the groupings used in Footnote 5. The source is the general ledger roll forward sections of the reconciliations done in Step #1. 9. "Note 5 202X" This tab is the footnote summary of the information from Steps #7 and #8 as summarized and rounded to 000's for Footnote 5. |
| <p>fixed asset activity as of "date".xlsx</p> | <p>Typically start with dated about the middle of January but can be any time after the subsystem is closed and those entries have posted. As entries are posted and the updated ledger information is pulled, a new version will be made and the prior version saved. Last version may be given a name that includes "FINAL" or "wPCLs" and will have the latest date. Schedule pulls all the ledger activity by posting transactions for the fixed asset related accounts and groups the activity by type. It should mirror and agree to the reconciliation schedule above. It includes the following:</p> <ol style="list-style-type: none"> 1. "Asset 202X" This tab rolls forward the fixed asset Cost accounts (16xxx) by Fund with the subtotals by account and the fund totals agreeing to the reconciliation in Step #1 for the "202X reconciliation w GASB34 adj V# and date" discussed above. The totals for activity by type should agree to the sub-totals at the bottom of that same schedule. 2. "CSF Cost date" This tab is the download from CSF for the activity in the Fixed Asset Cost related accounts used to build the "Asset 202X" tab. 3. "Accum Dep 202X" This tab rolls forward the fixed asset Accumulated Depreciation accounts (17xxx) by Fund with the subtotals by account and the fund totals agreeing to the reconciliation in Step #1 for the "202X reconciliation w GASB34 adj V# and date" discussed above. The totals for activity by type should agree to the sub-totals at the bottom of that same schedule. |

4. "CSF AD date" This tab is the download from CSF for the activity in the Fixed Asset Accum Depreciation related accounts used to build the "Accum Dep 202X" tab.
5. "Capital Contra 202X" This tab rolls forward the fixed asset Capital Contra accounts (3000x) by Fund with the subtotals by account and the fund totals agreeing to the reconciliation in Step #1 for the "202X reconciliation w GASB34 adj V# and date" discussed above.
6. "CSF Contra date" This tab is the download from CSF for the activity in the Fixed Asset Contra Capital related accounts used to build the "Capital Contra 202X" tab.
7. "Sys Depr 202X 72000&72015" This tab is a download from CSF of the activity for the System Depr accounts 72000 and 72015 for the assets processed in the CSF subsystem. It also includes the depreciation and depreciation abatement accounts 80728, 80724, 80729, 85828, 85824, and 85729 which is where the Fleet subsystem asset's depreciation is booked. These Fleet related amounts should net to zero. The information is filtered by Fund and compared to the reconciliation in Step #1 for the "202X reconciliation w GASB34 adj V# and date" discussed above.
8. "75802 Contra 202XY" This tab is a download from CSF of the activity for the Capital Outlay-Contra account 75802 for the non-general funds. The information is filtered by Fund and compared to the reconciliation in Step #1 for the "202X reconciliation w GASB34 adj V# and date" discussed above.
9. "49099 Dtl 202X" This tab is a download from CSF of the activity for the Gain on Sale of Fixed Asset account 49099 for the non-general funds. The information is filtered by Fund and compared to the reconciliation in Step #1 for the "202X reconciliation w GASB34 adj V# and date" discussed above.
10. "72001,2,9 Dtl 202X" This tab is a download from CSF of the activity for the Depreciation expense accounts 72001, 72002, and 72009. These accounts include depreciation related to special airport assets and other. The information is filtered by Fund and compared to the reconciliation in Step #1 for the "202X reconciliation w GASB34 adj V# and date" discussed above.
11. "Depr Contra 7202X 202X" This tab is a download from CSF of the activity for the Depreciation abatement/contra expense accounts 7202X. These accounts include depreciation accounts related to the abatement of depreciation in general funds and grouping of depreciation by function for footnote reporting. The information is compared to the schedule in Step #6 for the "202X reconciliation w GASB34 adj V# and date" discussed above. Detail is sorted on a Pivot tab "Pivot 7202X 202X".

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| | <p>12. “Depr Leases 7210X” This tab is a download from CSF of the activity for the Depreciation expense accounts 7210X. These accounts include depreciation accounts related to the leased assets. The information is compared to the schedule in Step #6 for the “202X reconciliation w GASB34 adj V# and date” discussed above. Detail is sorted on a Pivot tab “Pivot 7202X 202X”.</p> |
| <p>Activity By Process 202X (Yr) as of “date”</p> | <p>This schedule starts with a CSF report of the activity processed in the CSF fixed asset subsystem by fund/account and type of activity (Asset Account Activity by Process, with Year column filtered on the current year). It should be run after the month of December is closed but before the fixed asset subsystem has been closed for the year. It and the related detail reports from CSF that go behind each of the transaction types (AA, DE, DI, AS and AT, those detailed reports should be run after the month of December is closed but before the year-end is closed to get the correct YTD depreciation amounts) provide the subsystem support for the activity (additions, disposals, etc.) reported in the reconciliation schedules. The schedule takes the system reported categories and makes any adjustments to properly categorize (for example DI activity will include depreciation adjustments made at the time of disposal). It should mirror and agree to the reconciliation schedules above (which used the “Sorted by Activity” summary from this spreadsheet). This spreadsheet includes the following:</p> <ol style="list-style-type: none"> 1. “Original Activity Rpt Data” This tab is the Activity Report as provided by the CSF system. The report takes beginning balances for the cost and accumulated depreciation accounts and rolls them forward to the ending balances based on the types of subsystem activity. 2. “Sorted by Activity” This tab takes the report downloaded from CSF in Step #1 and makes adjustments to reclassify activity to the appropriate reportable activity type. For example, depreciation adjustments made as part of the DI disposal transaction is reclassified to depreciation activity and removed from the disposal activity. After adjustment the activity totals by type are reconciled to the main reconciliation reports in “2022 reconciliation w GASB34 adj V# and date” and the activity to the detailed activity reports by type below (depreciation, for example). 3. “Depr Pivot” and “Depr Activity” These tabs are a Pivot of the data in the file Depr Ledger Activity “date”.xlsx and creates a table of subsystem depreciation activity in account 72000 and 72015 from the general ledger by fund/agency/org/account and event type (AA, DE, etc.) on the tab Depr Activity. Then a pivot is done on Depr Pivot to get the totals by fund/agency/org. Data is used to make depreciation adjustments on the Sorted by Activity tab. |

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| <p>Current Year Depreciation Report 01_05_2X.xlsx and ISD Query All Assets 1-6-2X.xlsx</p> | <p>These two reports are retained in the Released Asset List/Year -end Listings folder and detail the depreciation for the year by asset. Total amount should tie back to the Activity By Process summary above.</p> <p>The first is a canned report from CSF (Current Year Depreciation Report) and the other is an ISD query. Both should be run after December FA system is closed but before the year is rolled over. (Note: Depreciation History report can be used as a substitute for the Current Year Depreciation Report) Both should produce the same results. When using the canned report, the agency additional data such as fund/agency/org has to be pulled from the other asset listings that have that information. <i>(In the future consider using the ISD report for analysis and just be sure the total on the ISD query matches the total on the CSF report.)</i></p> |
| <p>Released PRD EOY 01_06_25 1pm.xlsx</p> | <p>Inventory listing of active (not disposed) assets with full listing of fields with information including fund/agency/org and cost, accumulated depreciation, net book value and current year depreciation. All as of year-end (12-31) in the CSF fixed asset subsystem. Report is available to run in CSF – My Reports for anyone with Central Accounting report access. Report name is “Released Assets PRD 10-29-21 Ver”. Spreadsheet includes the following:</p> <ol style="list-style-type: none"> 1. “Released 1-6-25” This tab is the report as pulled from CSF. 2. “Disposed List 1-6-25” This tab is a copy of the disposal report pulled from CSF discussed below. 3. “Pivot Cost by Fund” This tab is a pivot of the Released 1-6-25 tab summarizing the cost, accumulated depreciation, net book value and YTD depreciation by cost account and fund. These balances are used to check the subsystem roll forwards ending balances in the reconciliations done in the “202X reconciliation w GASB34 adj V# and date” schedule noted above. 4. “Pivot AD by Fund” This tab is a pivot of the Released 1-5-25 tab summarizing the cost, accumulated depreciation, net book value and YTD depreciation by accumulated depreciation account and fund. These balances are used to check the subsystem roll forwards ending balances in the reconciliations done in the “202X reconciliation w GASB34 adj V# and date” schedule noted above. 5. “Pivot Cost by Fund & Agency” This tab is used to tie out the full year depreciation and provide the split of that depreciation by Function for the ACFR. 6. “Released 1-6-25 w Disp” This tab takes the asset list with the account string for active assets and combines it with the disposed assets and their account string to provide a complete list of all the assets that were active during the year with their related account strings. Used for analysis of CSF canned system reports that do not have the account string associated with an asset. (Note: List will have the account string as of year-end, if changed during the year |

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| | <p>some postings for depreciation may have gone to other agencies/orgs.)</p> |
| <p>Disposed Assets List for 202X.xlsx</p> | <p>Inventory listing of disposed assets (since the implementation) with full listing of fields with information including fund/agency/org and cost, accumulated depreciation, net book value and current year depreciation. All as of year-end (12-31) in the CSF fixed asset subsystem. Report is available to run in CSF – My Reports for anyone with Central Accounting report access. Report name is “Disposed Asset List PRD Ver 11-11-22”. “Report was saved as “Disposed PRD 01-06-25 1pm.xlsx” That data was copied over to the “Disposed Asset List for 202X.xlsx and includes the following:</p> <ol style="list-style-type: none"> 1. “All Disposal since Inception” This tab is a copy of the report as pulled from CSF above. This includes all disposals from implementation of the system in 2021. 2. “All Disposal 202X” tab is the “All Disposal since Inception” tab with all the pre-2024 disposals deleted. 3. “Pivot 202X by Fund & Agency” This tab is a pivot of the “All Disposal202X” tab summarizing the cost, accumulated depreciation, net book value and YTD depreciation by cost/accum depr accounts and fund. These balances are used to check the Activity By Process report discussed above and the reconciliation reports done in the “202X reconciliation w GASB34 adj V# and date” schedule noted above. |
| <p>Asset Addition Report for 202X.xlsx</p> | <p>Listing of assets additions for the year with full listing of fields with information including fund/agency/org and cost, accumulated depreciation, net book value and current year depreciation. All as of year-end (12-31) in the CSF fixed asset subsystem. Report is available to run in CSF – My Reports for anyone with Central Accounting report access. Report name is “Asset Addition Report 11-11-2022”. Select the filter for In Service dates during the current year to only get the additions for the current period. Excel file includes the following:</p> <ol style="list-style-type: none"> 1. “All” tab report pulled from CSF with no date filter. 2. “2024 Only” tab is the report as pulled from CSF, but only additions created in 2024 or the first few days of 2025 posted to 2024. This includes all additions for the current year. 3. “Pivot by Fund & Agency” This tab is a pivot of the CY Additions Listing by fund (can be done further at the account level). 4. “Pivot by Fund & Account” This tab is a pivot of the CY Additions <p>The sum of the cost by fund should agree to the adjusted additions per the Activity By Process 202X schedule above.</p> |

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| Asset Transfers for 202X.xlsx | <p>Listing of assets transferred for the year with full listing of fields with information including fund/agency/org and cost, accumulated depreciation, net book value and current year depreciation. All as of year-end (12-31) in the CSF fixed asset subsystem. Report is available to run in CSF – My Reports for anyone with Central Accounting report access. Report name is “Asset Transfers 11-11-2022 Ver”. Select the filter for Transfer Dates during the current year to only get the transfers for the current year. Export to Excel. Excel file includes the following:</p> <ol style="list-style-type: none"> 1. “Transfers” This tab is the report as pulled from CSF. This includes all transfers for the current year with the fund to and fund from identified. 2. “Pivot Transferor” This tab is a pivot of the data on the Transfers tab based on the Transfer from Division column. 3. “Pivot Transferees” is a pivot of the data on the Transfers tab based on the Transfer to Division column. 4. “Net Transfers from Pivots” This tab takes a copy of the Transferee and Transferor data from the pivots and comes up with the Net Activity by account/fund which should agree to the transfers per the Activity By Process 202X schedule above. The schedule also calculates the depreciation adjustment by account/fund that was made as part of the AT transfer transactions and as adjusted on the Activity By Process 202X schedule above. |
| Asset Adjustments for 202X.xlsx | <p>Listing of assets adjustment (AS) transactions as posted to the general ledger during the current year including the fund/agency/org and cost, accumulated depreciation, net book value and current year depreciation impacts. All as of year-end (12-31) in the general ledger.</p> <p>Report is a Finance Transaction Detail listing report in CSF canned reports selecting for the current year by selecting the System = AM, the Event = AS, Leger = CORE, and Posting Date range = year being reconciled. If personal canned version of the Finance Transaction Detail list does not include enough detail fields, can run the public version of the report “CAP WIP-Detail Finance Transaction” in CSF Reports.</p> <p>Data on file should agree to the Adjustment Activity (AS) on the Activity By Process 202X report above.</p> |
| (Z.21) 202X infrastructure fund 41200 | <p>Spreadsheet contains the posting detail to the expense accounts in Fund 41200 (CAP Proj-Highways & Bridges). The spreadsheet is used to determine the amount of additions for Infrastructure for the year. Detail tabs include:</p> <ol style="list-style-type: none"> 1. “202X CSF Query” Shows the query parameters used and an example. The Report is available to run in CSF – My Reports for anyone with Central Accounting report access. Report name is |

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| | <p>“Fixed Asset Finance Transaction YE Query”. Result of the query is listed on tab “202X CSF Result”</p> <p>2. “202X CSF update 3-XX-2X2” this tab is the result of the query sorted by account type to separate the expenses from any revenue or balance sheet activity. The expenses are totaled, and the amount is carried over to the file “(Z.20) 2021 Infrastructure Summary.xls”. <i>(For 2022 keep in mind to exclude the interest expense charges as we are no longer capitalizing interest in fixed assets.)</i></p> |
| (Z.20) 202X infrastructure Summary | <p>Spreadsheet contains the running lapsing schedule for the account 16407 Infrastructure and its Accum Depr account 17407. The current year activity for Additions/Disposals/Depreciation are calculated on this spreadsheet. The entry to book the activity is part of the entries in the file “202X reconciliation w GASB34 adj V# and date” discussed above. Detail tabs include:</p> <p>“202X Infrastructure” tab is a copy of the prior year tab with rows added for the current year. Columns are inserted for the current year activity and formulas are updated. The current year additions are brought over from the file “(Z.21) 202X infrastructure fund 41200”. Updated formulas calculate depreciation and disposal are made for anything more than 20 years old (assumed life).</p> |
| 21 FTA Reimb sml Calc.xlsx | <p>Calculates and records the estimated depreciation offset for federal funding of buses and other Transit assets.</p> |
| Capitalized Interest and Investment Earnings_YE 2021.xlsx | <p>Schedule of Capitalized Interest as provided by Justin/Pam. Amounts are being charged to the projects but should no longer be part of the assets starting in 2021 due to GASB change.</p> |
| 202X Comp Fleet Focus Fixed Asset Tie Out.xlsx | <p>This schedule is the detailed lapsing schedule for the Fleet managed assets that are tracked in the Fleet Focus fixed asset system. Schedule starts with a listing of the assets as of the beginning of the year and adjust for any activity during the year, with the ending assets and cost amounts agreeing to the Fleet Focus listing provided by John Blonien in the “Equipment List – JB Fleet Asset List EOY202X (1-21-25).xlsx”. Additions and Disposals are broken out and depreciation is calculated. Detail tabs include:</p> <ol style="list-style-type: none"> 1. “Detail—Fleet Focus 202X” this is the lapsing schedule tab with all the assets and activity/calculations. Starts with a copy form the prior year and makes additions and disposals to get in sync with the file provided by John. 2. “Pivot 202X” this tab pivots the activity from the “Detail—Fleet Focus 2021” tab by Account code and rolls forward the cost and accumulated amounts by ledger account. |

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| | <p>3. "Entry 202X backup draft" this tab is a copy paste of the "Pivot 202X" results, formatted to be easier to work with. Identifies the accounts to be adjusted and the additions/disposals/depreciation amounts for the year.</p> <p>4. "JV 202X" this tab is the entry template to book the current year impact of additions/disposals/depreciation as summaries on the "Entry 2021 backup draft" tab. This entry is carried over to the "JE 370 202XFLEETFAYEADJ" tab which is the upload file used to book the Fleet fixed asset activity in Fleet Focus.</p> |
| Equipment List – JB Fleet Asset List EOY202X (1-21-25).xlsx | Fleet Focus listing as provided by John Blonien sorted to allow for use pulling information to the "Tie Out" schedule discussed above. Total of the Original Cost column should reconcile to the "Tie Out" schedule above. |
| 2024 Fleet Debt (old version).xlsx | Schedules of debt and debt payments by year. Used to calculate the depreciation amounts for each of the asset bond groups (0437/0447). <i>(Schedule previously supplied by Pam)</i> |
| Equipment Purchase Tracking 2020-2024 EOY JB 1-22-25.xlsx | Detail listing by bond year of the encumbered items for each project year along with those purchased. Used to tie out between the project cost to date, related Fleet Focus assets and to identify the WIP items (purchases for a bond year but not yet in FF). Also tracks and identifies amounts from a given bond year grouped with purchases from another bond year in Fleet Focus. |
| WIP 12-31-2024 Fleet | Detail listing of WIP/Bond Yr Acquisitions from the Equipment Purchase Tracking 2020-2024 EOY JB 1-22-25.xlsx file, provided to auditors. |
| 2024 CONVERT KK V3 5-9-2025.xlsx | Schedule reconciles the capital fund activity by fund/function. From the Master CAP WIP schedule prepared by Central Accounting the activity by amounts capitalized (added to WIP), expensed (not added to WIP, including Interest Exp) and amounts written off (previously in WIP but taken out in CY). Provided to auditors, believe used for close out entries for the Capital Funds. |
| 16801 Capital WIP 2024 Full Detail Rec 6-5-25.xlsx (airport) | Capital WIP schedule as provided by Lukas Bintz. Full detail version includes activity for the year by project. |
| 16804 Operating WIP Reconciliation 12.31.2024 V2.xlsx (airport) | Operating WIP reconciliation schedule as provided by Lukas Bintz |
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