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Year-end Procedures

CTAS for Windows version is designed to account for multiple years in the same database. Therefore, the year-end processing is quite simple. The procedures for completing the year-end processing are as follows:

1. In CTAS, click on the Admin icon.

2. Click on the Year-end Processing tab.

3. Click on the Run button.

This will change the current fiscal year from 2000 to 2001. The beginning balances will also be updated to the 2001 beginning balances.

Note: Once the beginning balances have been updated to 2001, the 2000 beginning cash balances are erased. Therefore, the **final** copies of the Town Reporting Form and Schedule 1 must be run before completing the year-end processing. This will not delete the receipts and disbursements.

W-2 Forms

Dot-matrix Printer: The CTAS for Windows was designed to use the same W-2 forms as the DOS version.

Laser/Inkjet Printers: The W-2 forms for the Laser/Inkjet printer should be forms compatible with Deluxe form product number 82632.

Tax Tables

The tax tables, in the payroll system must be updated. This information is entered from the Circular E issued by the Internal Revenue Service. The tax table from the Circular E is the table for the Annual Payroll. The State of Minnesota tax tables can be found on the last page of the tax booklet.

If you have any questions or need additional help, please call the CTAS Helpline.

Accounting

Year-end Closing Procedures

The CTAS system is a cash basis system and requires no closing journal entries. Therefore, closing the books is a straightforward process.

Presented below are a few guidelines to help the user in completing the year-end procedures.

In December:

1. Coordinate the approval and payment of all legal claims for the current year.

2. Collect, record and deposit all monies in the bank.

3. Pay and record all approved claims.

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4. If your city or town will be audited, contact your auditor for any special instructions.

Year-end Procedures:

1. Finish entering all transactions for the year.

2. Cities are required to prepare a list of accounts receivable and accounts payable. (MN Stat. § 471.698)

3. Run receipt and disbursement registers for the final month of the year.

4. Print ledgers of all accounts from the beginning of the year.

5. Analyze each ledger account to detect any information that is not complete, correctly entered or properly classified.

6. Review registers to detect any receipt or check that has not been recorded.

7. Prepare a year-end schedule of investments. Reconcile the schedule with statements from banks or other financial institutions.

8. Print a cash control report. Reconcile the bank statement to the cash control report.

9. Print "Schedule 1: Statement of Receipts, Disbursements and Fund Balances" for all funds.

10. Print "Schedule 2: Receipts and Disbursements by Fund" for each fund.

11. Balance each report, cross checking to be sure that the total receipts and disbursements are correct.

12. Correct and rerun the registers, ledgers and financial statements as required.

13. Bind the final and complete set of the following reports for permanent retention:

Receipt Ledgers
Receipt Registers
Disbursement Ledgers
Disbursement Registers
Year-end and Interim
Financial Statements

14. Make final backup copies of the data on diskettes. Document, date and retain the diskettes as a permanent record. One set of backup copies should be stored off-site.

Audited Financial Statements

Present the Cash Receipt and Disbursement Ledgers and Registers, the Cash Control Reports, and the Year-end Financial Statements to the auditor. These records will serve as the starting point for the audit.

The auditor may want copies of the data to use on their computer. If you need assistance in providing these copies, please call the Helpline at (612) 297-3682.

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Small City & Town Accounting System
Helpline: Phone: (651) 297-3682   Fax: (651) 282-2391   E-mail: ctas@osa.state.mn.us

Township Reporting Form and Financial Statements

After all the statements have been balanced, a copy of the Township Financial Reporting Form can be printed. The amounts on the reporting form should be verified with the amounts on the financial statements.

When the amounts on page 1 of the Township Reporting Form have been verified, complete page 2 of the reporting form. Page 2 of the reporting form must be completed manually. Remember to sign the form and include your name and address. This information will be used for any future correspondence regarding the town reporting form.

The reporting form, a copy of Schedule 1 and a Schedule 2 for each fund should be mailed to the Office of the State Auditor. However, these should not be mailed until you receive the request for this data.

Please Note: The CTAS computer generated Township Reporting Form is for townships only. Other local units, such as cities, must complete the reporting forms they receive in the mail.

CTAS Bulletin Board

The CTAS Internet Bulletin Board has been up and running for nine months. This bulletin board allows CTAS users to post questions, and answers regarding CTAS. Users may also view the questions and answers posted by other users.

The CTAS support staff reviews the questions twice a week. If an answer has not been given to a specific question, the support staff will provide an answer.

Each user has been provided with a username and password.   If you have any questions, including what your username and password is, please call the CTAS computer Helpline at (651) 297-7104.

Training

The Office of the State Auditor (OSA) offers training sessions on the Windows version of the CTAS system. This is a basic beginners course designed for those users that have limited or no experience using the CTAS system.

These sessions are held at the State Auditor's Office in St. Paul. Training sessions are scheduled for December 7, 2000 and January 18, 2001. The training sessions begin at 9:00 a.m. and will end at approximately 1:00 p.m.

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Please call Ms. Billi Sanders at (651) 297-3684 to register for a training session. The resources available for training require that we have a maximum of six people for a session. Due to the time and resource commitment, the Office of the State Auditor reserves the right to cancel a training session if registrations do not exceed three.

Participants should bring their Reference Manual to the training session. A training workbook is provided.

The training session will be held at the State Auditor's Office, Suite 400, 525 Park Street, St. Paul, MN. Directions to our location may be obtained from the Office of the State Auditor's website at www.osa.state.mn.us. Parking is available across the street in the Bethesda Ramp.

Clipboard

, The Helpline has three numbers available for support. The general support number is (651) 297-3682. Users with accounting issues can call (651) 297-3684. Those with computer issues can call 651-297-7104.

, Caution is the key when installing new software. The new software may overwrite Windows system files needed by CTAS.

, The Frequently Asked Questions (FAQs) are now listed on the Office of the State Auditor's website.

, CTAS Version 5 for Windows is a stand-alone system. A network version of the system is not available. The Helpline does not have the expertise to troubleshoot getting CTAS to run on a network.

, Posting of Claims: When a claim is posted it cannot be changed. All changes must be made in disbursements. Changes made in disbursements should be recorded on the printed claim form.

, The check format for a Laser or Inkjet printer is Deluxe LaserJet Check form; Product Number 81064: Laser Multi-purpose Check 81/2 X 11. More information on obtaining these checks is available on the Office of the State Auditor's website or you can call the Helpline.