

Year-End Processing for Property

Here are just a few reminders for year-end processing.

1. In August, begin clearing up any open SD1's you may still have pending in the system. You can locate which ones are still open by running the Open Transfers report in AssetWorks which is listed under All Reports and under Transfer Reports. Please note that Surplus does not send copies of SD1's to the Auditor's Office for agency Surplus transfers. It is your responsibility to send them to the Auditor's Office once they are signed by Surplus staff. Also, if you have any Scrap on Site SD1's that have been signed, send them to the Auditor's Office for processing. Property Managers will begin receiving emails from the Auditor's Office regarding Open Transfers/Disposals. Please work on getting these cleared. The only exception with open SD1's will be Surplus As-Is-Where-Is SD1's.
2. Run your agency's ***Person Responsible – New***, or agency specific reports created, for each employee to sign prior to September 30th each year. Make any necessary changes in Asset Works, then reprint list for employees that had changes made. This is a good time to conduct your internal audit that you are responsible for conducting annually. This is also a good time to verify all items are bar-coded/RFID tagged and that the barcode/RFID tag on the item matches the barcode in Asset Works. You can request duplicate tags from us if you have some that have worn off, gotten lost, or are faded. *Do not send the signed Person Responsible Reports to the Auditor's Office.* Those are for your benefit and verification that you have done what is required of you as Property Manager. It also can be used if the employee leaves the agency or is terminated to make sure all property previously assigned to the employee is returned upon their exit from employment. If you have employees who are no longer with your agency, you need to edit the Person Responsible field to reflect the current employee to which those assets are assigned. The Examiner's Office will also want to see those signed reports when they do their compliance audit.
3. ******IMPORTANT****** *Cut-off time and date for processing anything in the system is *** 10:00 a.m. on the last business day in September. *** DO NOT enter any new assets or create new SD1's in the system after this time and date. Remember, any open SD1's need to be sent to our office prior to 10:00 a.m. to allow our staff sufficient time to process and complete the SD1's by the cut-off time as well.* The Auditor's Office begins running reports at that time. If you are still working in Asset Works at 10:00 or after, please click on Sign Out instead of just clicking the X to close the session. When you do not sign out, the system thinks you are still signed on until nightly processing. The Auditor's Office will check the session log before reports start. If individuals are logged on, you will be sent an email asking you to sign out. After notification, all users will be locked out of Asset Works. The system will begin running the full export for year-end at 5:00 p.m. and may not be available for up to 12 hours.
4. Run your agency's Examiner's Listing report for all your property before 10:00 on the last business day in September or on October 1 ***before*** entering any new assets or creating any new SD1's for transfers or disposals. It is recommended that you print a copy and/or download a copy of your inventory as of the last day of September into an Excel spreadsheet for your records and for review by the Examiners of Public Accounts during their compliance audit. If you know you will not be adding any new assets or creating new SD1's prior to the cut-off date, you can run the report before September 30 for your year-end letter to the Auditor's Office. However, if the Examiners want to see an inventory list as of September 30th, then you need to run that report on the last day of September or October 1 before adding new assets or creating Transfers or Disposals. Download and/or print the file. Larger agencies, I recommend just downloading the file instead of printing to avoid wasting paper. Save in a secure location like a server and another means such as an external hard drive, and/or thumb drive instead of your computer which could crash and lose all data. If you need assistance on how to do this, contact our office for instructions.

5. After you pull your year-end Examiner's Listing report of all your assets **and** have conducted your annual internal audit, send me your year-end letter. *The Auditor's Office does **not** need your asset list, just the letter indicating the number of assets and cost.* Mail, fax, or scan and e-mail your letter to the attention of the Property Division. *Please note, this letter states you have conducted your annual internal audit so make sure that you have done that.* Keep a copy for your records and for review by the Examiner's of Public Accounts. There is a list of what the Examiners need when they conduct their compliance audit on our website under Resources, Forms and Procedures, under the Procedures section. There is also a sample letter to use for your year-end letter.
(http://www.auditor.alabama.gov/forms_procedures.aspx)
6. **REGARDING YEAR-END LETTERS:** *The Auditor's Office only needs the dollar amount and number of items for assets \$500 and above, plus those Sensitive items less than \$500 **and** Weapons less than \$500. There are three different reports you need to pull for your year-end letter – **Examiners Listing Over \$500, Examiner's Listing Under \$500 Sensitive, and Examiner's Listing Under \$500 Weapons Only.** The report titled *Examiners Listing* will pull anything in *Asset Works* regardless of cost. The Auditor's Office is only concerned with over \$500 assets plus Sensitive and Weapons. If you do not have any weapons or sensitive items, then put 0 for \$0.00 for those two lines in the letter. You will receive reminders prior to the end of September regarding these instructions and the year-end letter. If the Auditor's Office has not received your year-end letter by mid-October, you will receive a 2nd Reminder e-mail and copy to your Director/ Commissioner. If it is not received by the first of November, a hard copy of a letter marked '3rd Reminder' will be mailed to you along with a copy to your Director/Commissioner, a copy to the State Auditor, and a copy to the Chief Examiner of the Examiners of Public Accounts. If there are extenuating circumstances which prevents you from getting your letter in on time, please send an e-mail explaining those circumstances, so we will have that on file. You should receive an e-mail back approving the extension with a new deadline date. Remember, Code 36-16-8(1) states each property manager is responsible for completing an annual inventory and submitting to our office by the first of October. Only send us one copy, email or hard copy. Print the year-end letter for your agency on your agency letterhead. It is also a good idea to state in the letter what agency the letter is for in case you are responsible for multiple departments in *AssetWorks*. **KEEP A COPY OF YOUR YEAR-END LETTER FOR YOUR RECORDS and for review by the Examiners of Public Accounts.***
7. For the smaller boards and commissions that are manual agencies and do not have access to the system, e-mail or mail a spreadsheet with your asset listing to the Auditor's Office Property Division by September 15th in order for our office to have time to import the data into *Asset Works* for year-end accounting. This listing should accompany your year-end letter. If you have new assets that have been purchased and need to be added to *AssetWorks*, complete the New Property Acquisition form on our website under Resources, Forms and Procedures and send to us for completion.
8. If your assets meet the \$15,000 threshold for STAARS, remember to key your FA documents for these assets. Refer to the STAARS Job Aids for additional information and procedures.
9. Remember, we recommend you download the Examiner's Listing Report at year-end, so you will have a list of all your assets. Download and save it into an Excel spreadsheet in a secure location, not the hard drive of your computer.

Let us know if you have any questions, or if we have overlooked something you normally do at year-end.