Year-End Processing for Property

Procedures for year-end processing:

1. In August, begin clearing up any open SD1's you have pending in the system. You can locate which ones are still open by running the <u>Open Transfers</u> report in Recoup by AssetWorks which is listed under <u>All Reports</u> and under <u>Surplus Reports</u>. Please note that Surplus <u>does not always</u> send copies of SD1's to the Auditor's Office for agency Surplus transfers. It is your responsibility to send them to us once they are signed by Surplus staff. Also, if you have any Scrap on Site SD1's that have been signed, send those to us 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 and Surplus SD1's in process of sales.

2. Run your agency's **Person Responsible – New**, or agency specific reports created, for each employee to sign <u>prior</u> to 5:00 on September 29 each year. Make any necessary changes in Recoup by Asset Works, then reprint list for employees that had changes. This is a good time to conduct your <u>internal audit</u> that you are responsible for conducting <u>annually</u>. 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 Recoup by Asset Works. You can request duplicate tags from us if you have some that have worn off, gotten lost, or are faded. *<u>Do not send the signed Person Responsible Reports to the Auditor's Office.</u>* 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 and update location information if needed. The Examiner's Office will also want to see these signed reports when they conduct their compliance audit.

3. ==***IMPORTANT*** Cut-off time and date for processing <u>anything in the system is ***</u> 5:00 p.m. on the September 29 <u>of each year. When September 29 falls on a weekend, the last business day is Friday.***</u> **DO NOT** enter any new assets or create new SD1's in the system after this time and date. Remember, any open SD1's must be sent to our office prior to 5:00 p.m. on September 29 to allow our staff sufficient time to process and complete them by the cut-off time as well.== The Auditor's Office will have scheduled reports to be ran starting at 6:00 p.m. on the night of September 29. You will not be able to login to Recoup after 5:00 p.m. on September 29. If you are signed in at that, time it will automatically log you out. Your access will be revoked from 5:00 September 29 through October 1 at 8:00a.m. for year-end processing.

4. Run your agency's Examiner's Listing report for all your property **before** 5:00 on the September 29 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 <u>not</u> be adding any new assets or creating new SD1's prior to the cut-off date, you can run the report before September 29 for your year-end letter to the Auditor's Office. You can also run reports on October 1 before adding new assets or creating Transfers or Disposals. Download and/or print the file. For larger agencies, it is recommend just downloading the file instead of printing to avoid wasting paper and ink/toner. Save in a secure location like a server and secondary means such as an external hard drive instead of your computer hard drive 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. *<u>The Auditor's Office does</u>* **not** *<u>need your asset list unless you are a small manual agency. We only need the letter indicating the number of assets and cost.</u>* Mail, fax, or scan and e-mail your letter to the State Auditor's Office. *<u>Please note, this letter states you have conducted your annual internal audit so make sure that you have done that.</u>* Keep a copy for your records and for review by the Examiners 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. (https://auditor.alabama.gov/aud-blob-wps-01/wp-content/uploads/2025/05/PublicAccounts.pdf)

6. **REGARDING YEAR-END LETTERS**: **NOTE: Use the revised form on our website which is a FILLABLE form for ease of use. DO NOT HANDWRITE ON THE FORM. IT WILL BE RETURNED.** https://auditor.alabama.gov/aud-blob-wps-01/wp-content/uploads/2025/05/forms-j-yearendletter5_revised2025.pdf . **Once completed, print the year-end letter on agency letterhead. 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**
   - **-Examiner's Listing Under $500 Weapons Only**

   The report titled Examiners Listing will pull anything in Recoup by 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 items for $0.00 on those two lines in the letter. You will receive reminders prior to the end of September regarding these instructions.

   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 prevent 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. **Print the year-end letter for your agency on your agency letterhead.** If you are responsible for more than one department in Recoup by Asset Works, please state in the letter the agency name and two-digit department code for each department. Do not combine totals for all assets or totals for different department codes. Only send us one copy of the letter - either email or a hard copy. **KEEP A COPY OF YOUR YEAR-END LETTER FOR YOUR RECORDS and for review by the Examiners of Public Accounts. Revised version of letter is a fillable form and must be printed on agency letterhead.**

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 15 for our office to have time to make any changes to the data in Recoup by 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. Contact the Auditor's Office is you need assistance in creating transfers or disposals.

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 that could crash and lose the data. If your letter does not match the totals for our year-end report, you will receive an email regarding the differences. Please send the corrected letter back promptly.

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