

## Department of Administrative Services - State Accounting Enterprise

<b>Section</b>	<b>Procedure Number</b>	<b>Page Number</b>	<b>Effective Date</b>
PRE-AUDIT	235.700	1 of 1	July 1, 2003 Revised 7/1/11
<b>Subject</b>	YEAR-END PROCEDURES NON-APPROPRIATED FUNDS		

According to Generally Accepted Accounting Principles (GAAP), regardless of the source of funding, revenues and expenditures are required to be charged to the year in which the service was provided.

While payments involving non-appropriated funds are not required to be sent to the State Appeal Board if not processed within the hold-open period, they are still required to be accounted for in the proper fiscal year. These payments should be made on a Non-Reverting Fund document such as a GAXN, PRCN, or IETN. Documents ending in "n" are Non-Reverting Fund documents. In addition, these payments become GAAP adjustments.

It is important that ALL previous fiscal year payments be processed by the last working day in August.