REVENUE ACCOUNTING

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Revenue Accounting Staff
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Rinesha Jackson – Professional Accountant I
Kim Jackson – Professional Accountant I
Revenue Accounting Objectives

- Revenue Accounting Review
- Explain Revenue Receipts vs. Current Year Expenditure Refunds
- Revenue Accounting Hot Topics

Revenue Accounting Review

- **Revenue Accounting** is responsible for the classification and coding of receipts, and processing those receipts for 50 entities of Justice Administration.
- Revenue accounting transactions and services are guided by, but not limited to the following: ss. 116.01 and 215.31, F.S., as well as adherence to the Department of Financial Services (DFS) Policies and Procedures.
Revenue Accounting Review

- Section 116.01, F.S. – Payment of public funds into the Treasury

- Section 215.31, F.S. – State funds; deposited into State Treasury

Revenue Accounting Review

- Types of Deposits

<table>
<thead>
<tr>
<th>Over the Counter</th>
<th>Electronic</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>Automated Clearinghouse Transfers (ACH)</td>
<td>Remote Deposits</td>
</tr>
<tr>
<td>Checks</td>
<td>FEDwires/Wire Transfers</td>
<td></td>
</tr>
<tr>
<td>Cashier’s Checks</td>
<td>Debit/Credit Cards</td>
<td></td>
</tr>
<tr>
<td>Traveler’s Checks</td>
<td>Electronic Funds Transfer (EFT)</td>
<td></td>
</tr>
<tr>
<td>Money Orders</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Revenue Accounting Review

- Electronic Deposits – DFS Treasury Cash Management System (CMS)
  - Automated Clearinghouse Transfers (ACH)
  - Credit Card Deposits
  - Electronic Funds Transfers (EFT)
  - Wire Transfers

Revenue Accounting Review – First Point of Origin – Mailroom

- Internal Controls
  - Revenue Receipts – Various forms of receipts collected are cash, checks, and money orders
    - Via postal service
      - Recorded into the Revenue Accounting Database
      - Mailroom hand delivers to Revenue Accounting
Revenue Accounting Review

- **Internal Controls – Deposit Verification**
  - **Verification of Receipts**
    - Verify: Circuit, number of checks, total of checks, payee, and more.
    - Electronically deposited with Wells Fargo via the remote deposit system

Banking Basics 101: Checks

- **Payee**: JAC, Circuit’s name, or State of Florida
- **Legal Line**: The numerical amount and the legal line amount must match! If they do not, the bank will refer to the legal line for payment.
- **Signature**: The remitter must have signed the front of the check. Without a signature the check is no good.
Revenue Accounting Review – First Point of Origin – Mailroom

- Internal Controls
  - Over the Counter Deposits
    - Validated deposit slips (agencies that deposit at their local Wells Fargo)
      - Via postal service
        - Date stamped
        - Mailroom hand delivers to Revenue Accounting
      - Via email (deposits@justiceadmin.org):
        - Uploaded into JAC’s Electronic Document Management System (EDMS)
        - Revenue staff retrieves documents from EDMS

Revenue Accounting Review

- Internal Control – Deposit Verification
  - Verification of Over the Counter Deposits
    - Verified against the DFS Treasury CMS report

<table>
<thead>
<tr>
<th>Date</th>
<th>Location Code</th>
<th>Deposit Number</th>
<th>BAI</th>
<th>Verification Date</th>
<th>Credit Amount</th>
<th>Debit Amount</th>
<th>Credit/Debit</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/25/2017</td>
<td>2100140</td>
<td>81293E</td>
<td>165</td>
<td>3/15</td>
<td>1,120.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Florida Department of Financial Services
Treasury Cash Management System

Agency Unverified Deposits
Unverified Deposits As Of Date = 4/26/2017

2100 JAC
BOA CREDIT CARD - 330568
WELLS FARGO CONCENTRATION - 430001

<table>
<thead>
<tr>
<th>Date</th>
<th>Location Code</th>
<th>Deposit Number</th>
<th>BAI</th>
<th>Verification Date</th>
<th>Credit Amount</th>
<th>Debit Amount</th>
<th>Credit/Debit</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/25/2017</td>
<td>2100007</td>
<td>21000007045</td>
<td>301</td>
<td>3/31</td>
<td>1,575.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/26/2017</td>
<td>2100007</td>
<td>21000007061</td>
<td>301</td>
<td>3/31</td>
<td>268.12</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
REVENUE ACCOUNTING
101

Revenue Receipts
vs.
Current Year Expenditure Refunds

Revenue Receipts

- Revenue
  - Generated as the result of rendering services or other activities related to an organization’s ongoing or central operations.
  - Miscellaneous revenues can be generated by unanticipated income.
  - Money that is legally due.
  - Refund of prior year expenditures
Revenue Receipts – Key Points

- Revenue receipts are generally deposited into Trust Funds
- Revenues increase cash
- Revenues do not increase budget authority
- Cash balances (in trust funds) roll over into the next fiscal year

Revenue Account Code Sheet

<table>
<thead>
<tr>
<th>ORG CODE</th>
<th>FUND TITLE</th>
<th>PREFIX</th>
<th>FLAIR ACCOUNT CODE</th>
<th>PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>Office 21 General Revenue</td>
<td>21</td>
<td>ZA</td>
<td>10 000000 10000000</td>
</tr>
<tr>
<td>00</td>
<td>Office 21 Revenue Trust Fund: Fines</td>
<td>00</td>
<td>ZA</td>
<td>20 000000 10000000</td>
</tr>
<tr>
<td>00</td>
<td>County Agreement - I.T. Support (F.S. 10.008.8): Reimbursement</td>
<td>00</td>
<td>ZA</td>
<td>30 000000 10000000</td>
</tr>
<tr>
<td>00</td>
<td>Federal Grant via Non Profit Organization (Direct Federal)</td>
<td>00</td>
<td>ZA</td>
<td>40 000000 10000000</td>
</tr>
<tr>
<td>00</td>
<td>Federal Grant via Another State Agency (Transfer of Federal Funds)</td>
<td>00</td>
<td>ZA</td>
<td>50 000000 10000000</td>
</tr>
<tr>
<td>00</td>
<td>Prosecution / Defense of Local Ordinances (Fines Collected from County or City)</td>
<td>00</td>
<td>ZA</td>
<td>60 000000 10000000</td>
</tr>
</tbody>
</table>
TR30 – Direct Deposit Receipts – Revenue Entry

Current Year Expenditure Refunds

- Current Year Expenditure Refunds
  - Monies returned from a vendor or individual after payment for goods and services.
  - Monies are restored to the fund and code of the original expenditure.
  - Budget is restored that can be expended to cover other obligations.
Current Year Expenditure Refunds

- **Information Needed from Original Expenditure:**
  - Voucher Number
  - Warrant Number
  - Warrant Date
  - Warrant Amount
  - Organization Code and Expansion Option
  - Object Code

- **Purchasing Card (Pcard) payments** are assigned a warrant number and warrant date like any other payment.

Current Year Expenditure Refunds Form (CBA-22)

- **CBA-22 Form** should include the 29-digit FLAIR codes where the original disbursement occurred, the original warrant # and date, and the original object code.
TR30 – Direct Deposit Receipts – Current Year Expenditure Refund

Current Year Expenditure Refunds

- Common errors to avoid when restoring budget (current year expenditure refunds):
  - Posting a refund to an account with no expenditures
  - Posting a refund greater than the original expenditure
  - Processing a refund without the correct documentation
PROCEDURES: FOR COMPLETING CIRCUIT REVENUE TRANSMITTAL COVERSHEET

a. Fill in the circuit number (two digits). No space between SA and the circuit number.
b. Fill in the number of pages that will be included in the deposit packet (the Coversheet being page 1).
c. Fill in the Org Code, EO, and Object Code where the deposit(s) should be entered or recorded. The Deposit #(s) and the Deposit Amt(s) that’s included in the deposit packet. In part (c), if the Org Code, EO, Object are the same for more than one deposit, only fill in once. There can be multiple deposits listed (e.g., GDTF, SARTF, FIST, and/or RICO) to make up a deposit packet.
d. Fill in only if the deposit(s) is/are an Expenditure Refund (Use a different Coversheet for Expenditure Refund packets).
e. Authorized Signature is required.
   * Only one Circuit Revenue Transmittal Coversheet per email.
   * If there is not enough space, state on the form "See the Attached" and attach the additional information.
Hot Topics

- **Updates on New Banking Services**
  - Wells Fargo became the new banking service for the State of Florida in the fall of 2016
  - The old Bank of America accounts are officially closed (excludes credit card payments)
  - Wells Fargo locations – new locations can be requested if needed
  - Returned Receipts: Refer to Maker
    - Issues that have arisen with Wells Fargo
Hot Topics

- **Electronic Deposits Received Periodically**
  - Be sure to communicate the new Wells Fargo banking information
  - If vendors send funds to Bank of America in error, the funds will be rejected and returned

Endorsement Stamps

- Checks should be endorsed as soon as the check is received by your office
  - Offices with their own bank location endorsement stamps, should use that stamp for deposits made at their local Wells Fargo
  - Checks sent to JAC should use the JAC Wells Fargo Tallahassee location stamp
  - Deters theft
  - Diminishes the negotiability of checks, should they be lost or diverted while en-route to JAC
Revenue Accounting

- Questions and discussion