



# Accounting Basics



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Norwood  
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# Monthly Reports a/k/a “Cash Books”

- Cash Receipts
- Cash Disbursements
- Adjusting Journal Entries
- Trial Balance
- General Ledger (contains first 3)



# Cash Receipts

- Make sure cash is part of the transaction
- Debit cash to increase it
- Receipt account is credited



## Cash Receipts *(Continued)*

- Following slides are a series of monthly cash receipts, from January to May.
- First up is an example of what not to do.



# Cash Receipts: January Bad Example

JANUARY CASH RECEIPTS						
JOURNAL ENTRY	DATE	LEDGER #	ACCOUNT NAME	DESCRIPTION	DEBIT	CREDITS
1	1/3	1041	CASH	JAN RECEIPTS	6,500.00	
		4840	WORKERS' COMP LUMP SUM			6,500.00
2	1/10	1041	CASH	JAN RECEIPTS	5,000.00	
		4893	MAKE UP AND RE-DEPOSITS			5,000.00
3	1/15	1041	CASH	MEMBER DEDS	20,000.00	
		4891	MEMBER DEDUCTIONS			20,000.00
4	1/31	1041	CASH	MEMBER DEDS	20,000.00	
		4891	MEMBER DEDUCTIONS			20,000.00





# Cash Receipts: January Good Example

JANUARY CASH RECEIPTS						
JOURNAL ENTRY	DATE	LEDGER #	ACCOUNT NAME	DESCRIPTION	DEBIT	CREDITS
R1	1/3	1041	CASH	DONNIE DISABILITY WC LUMP SUM	6,500.00	
		4840	WORKERS' COMP LUMP SUM			6,500.00
R2	1/10	1041	CASH	TED T. VETERAN MAKE-UP	5,000.00	
		4893	MAKE UP AND RE-DEPOSITS			5,000.00
R3	1/15	1041	CASH	TOWN DEDS 1/14 PAYROLL	20,000.00	
		4891	MEMBER DEDUCTIONS			20,000.00
R4	1/31	1041	CASH	TOWN DEDS 1/28 PAYROLL	20,000.00	
		4891	MEMBER DEDUCTIONS			20,000.00
				TOTALS	51,500.00	51,500.00



# Cash Receipts: February

FEBRUARY CASH RECEIPTS						
JOURNAL ENTRY	DATE	LEDGER #	ACCOUNT NAME	DESCRIPTION	DEBIT	CREDITS
R5	2/5	1041	CASH	BOARD Z 3(8)(c)	500.00	
		4898	3(8)(c) FROM OTHER SYSTEMS			500.00
R6	2/10	1041	CASH	TED T. VETERAN MAKE-UP	1,000.00	
		4893	MAKE UP AND RE-DEPOSITS			1,000.00
R7	2/15	1041	CASH	TOWN DEDS 2/14 PAYROLL	20,000.00	
		4891	MEMBER DEDUCTIONS			20,000.00
R8	2/28	1041	CASH	TOWN DEDS 2/28 PAYROLL	20,000.00	
		4891	MEMBER DEDUCTIONS			20,000.00
R9	2/28	1041	CASH	BOARD Y 3(8)(c)	750.00	
		4898	3(8)(c) FROM OTHER SYSTEMS			750.00
				TOTALS	42,250.00	42,250.00



# Cash Receipts: March

MARCH CASH RECEIPTS						
JOURNAL ENTRY	DATE	LEDGER #	ACCOUNT NAME	DESCRIPTION	DEBIT	CREDITS
R10	3/10	1041	CASH	TED T. VETERAN MAKE-UP	1,000.00	
		4893	MAKE UP AND RE-DEPOSITS			1,000.00
R11	3/15	1041	CASH	TOWN DEDS 3/14 PAYROLL	20,000.00	
		4891	MEMBER DEDUCTIONS			20,000.00
R12	3/29	1041	CASH	TOWN DEDS 3/28 PAYROLL	20,000.00	
		4891	MEMBER DEDUCTIONS			20,000.00
R13	3/31	1041	CASH	TRANSFER TO COVER RETIREE PAYROLL	1,000,000.00	
		1172	POOLED DOMESTIC EQUITY			1,000,000.00
				TOTALS	1,041,000.00	1,041,000.00





# Cash Receipts: April

APRIL CASH RECEIPTS						
JOURNAL ENTRY	DATE	LEDGER #	ACCOUNT NAME	DESCRIPTION	DEBIT	CREDITS
R14	4/10	1041	CASH	TOWN APPROPRIATION	2,000,000.00	
		4894	APPROPRIATION			2,000,000.00
R15	4/15	1041	CASH	TOWN DEDS 4/14 PAYROLL	20,000.00	
		4891	MEMBER DEDUCTIONS			20,000.00
R16	4/29	1041	CASH	TOWN DEDS 4/28 PAYROLL	20,000.00	
		4891	MEMBER DEDUCTIONS			20,000.00
R17	4/30	1041	CASH	LEE EEL TRANSFER FROM BOARD V	50,000.00	
		4892	TRANSFERS FROM OTHER SYSTEMS			50,000.00
				TOTALS	2,090,000.00	2,090,000.00



# Cash Receipts: May

MAY CASH RECEIPTS						
JOURNAL ENTRY	DATE	LEDGER #	ACCOUNT NAME	DESCRIPTION	DEBIT	CREDITS
R18	5/10	1041	CASH	TED T. VETERAN MAKE-UP	1,000.00	
		4893	MAKE UP AND RE-DEPOSITS			1,000.00
R19	5/15	1041	CASH	TOWN DEDS 5/14 PAYROLL	20,000.00	
		4891	MEMBER DEDUCTIONS			20,000.00
R20	5/20	1041	CASH	COST OF COPIES FOR PUBLIC RECORDS REQUEST	6.00	
		4825	MISCELLANEOUS INCOME			6.00
R21	5/29	1041	CASH	TOWN DEDS 5/28 PAYROLL	20,000.00	
		4891	MEMBER DEDUCTIONS			20,000.00
				TOTALS	41,006.00	41,006.00



# Cash Disbursements

- Make sure cash is part of the transaction
- Credit cash to decrease it
- Disbursement account is debited
- Following slides are January through May cash disbursements



# Cash Disbursements: January

JANUARY CASH DISBURSEMENTS						
JOURNAL ENTRY	DATE	LEDGER #	ACCOUNT NAME	DESCRIPTION	DEBIT	CREDITS
D1	1/29	5119	STAFF SALARIES	DIRECTOR'S JANUARY SALARY	5,000.00	
		1041	CASH			5,000.00
D2	1/29	5589	ADMINISTRATIVE EXPENSES	POSTAGE	1,000.00	
		1041	CASH			1,000.00
D3	1/29	5750	ANNUITIES	JAN ANNUITIES	50,000.00	
		1041	CASH			50,000.00
D4	1/29	5751	PENSIONS	JAN PENSIONS	700,000.00	
		1041	CASH			700,000.00
				TOTALS	756,000.00	756,000.00



# Cash Disbursements: February

FEBRUARY CASH DISBURSEMENTS						
JOURNAL ENTRY	DATE	LEDGER #	ACCOUNT NAME	DESCRIPTION	DEBIT	CREDITS
D5	2/28	5119	STAFF SALARIES	DIRECTOR'S FEBRUARY SALARY	5,000.00	
		1041	CASH			5,000.00
D6	2/28	5321	FIDUCIARY INSURANCE	WOIIFTM INSURANCE COMPANY	10,000.00	
		1041	CASH			10,000.00
D7	2/28	5750	ANNUITIES	FEB ANNUITIES	50,500.00	
		1041	CASH			50,500.00
D8	2/28	5751	PENSIONS	FEB PENSIONS	702,000.00	
		1041	CASH			702,000.00
D9	2/28	5755	3(8)(c) TO OTHER SYSTEMS	BOARD X 3(8)(c)	2,000.00	
		1041	CASH			2,000.00
D10	2/28	5755	3(8)(c) TO OTHER SYSTEMS	BOARD W 3(8)(c)	750.00	
		1041	CASH			750.00
D11	2/28	5320	EDUCATION AND TRAINING	MACRS DUES	500.00	
		1041	CASH			500.00
				TOTALS	770,750.00	770,750.00





# Cash Disbursements: March

MARCH CASH DISBURSEMENTS						
JOURNAL ENTRY	DATE	LEDGER #	ACCOUNT NAME	DESCRIPTION	DEBIT	CREDITS
D12	3/31	5119	STAFF SALARIES	DIRECTOR'S MARCH SALARY	5,000.00	
		1041	CASH			5,000.00
D13	3/31	5309	MEDICAL EXPENSES	DOCTOR ROTCOD (J. SMITH DIS)	30.00	
		1041	CASH			30.00
D14	3/31	5750	ANNUITIES	MARCH ANNUITIES	51,500.00	
		1041	CASH			51,500.00
D15	3/31	5751	PENSIONS	MARCH PENSIONS	704,000.00	
		1041	CASH			704000.00
D16	3/31	5757	REFUNDS	CORI ROC REFUND	25,000.00	
		1041	CASH			25,000.00
D17	3/31	5757	REFUNDS	STEPH PETS REFUND	1,500.00	
		1041	CASH			1,500.00
				TOTALS	787,030.00	787,030.00



# Cash Disbursements: April

APRIL CASH DISBURSEMENTS						
JOURNAL ENTRY	DATE	LEDGER #	ACCOUNT NAME	DESCRIPTION	DEBIT	CREDITS
D18	4/30	5119	STAFF SALARIES	DIRECTOR'S APRIL SALARY	5,000.00	
		1041	CASH			5,000.00
D19	4/30	5756	TRANSFERS TO OTHER SYSTEMS	DAVE Q. EVAD TRANSFER TO BOARD U	10,000.00	
		1041	CASH			10,000.00
D20	4/30	5750	ANNUITIES	APRIL ANNUITIES	51,500.00	
		1041	CASH			51,500.00
D21	4/30	5751	PENSIONS	APRIL PENSIONS	704,000.00	
		1041	CASH			704,000.00
				TOTALS	770,500.00	770,500.00



# Cash Disbursements: May

MAY CASH DISBURSEMENTS						
JOURNAL ENTRY	DATE	LEDGER #	ACCOUNT NAME	DESCRIPTION	DEBIT	CREDITS
D22	5/30	5119	STAFF SALARIES	DIRECTOR'S MAY SALARY	5,000.00	
		1041	CASH			5,000.00
D23	5/30	5589	ADMINISTRATIVE EXPENSES	DEATH COMES FOR US ALL ANNUAL SUBSCRIPTION	200.00	
		1041	CASH			200.00
D24	5/30	5750	ANNUITIES	MAY ANNUITIES	51,500.00	
		1041	CASH			51,500.00
D25	5/30	5751	PENSIONS	MAY PENSIONS	704,000.00	
		1041	CASH			704,000.00
				TOTALS	760,700.00	760,700.00



# Adjusting Journal Entries

- Market adjustments
  - Sarita already covered
- Interfund transfers
  - Must use two funds, no receipt/disbursement accounts
- Funds have credit balances
  - Credit the fund you want to increase
  - Debit the fund you want to decrease



# Adjusting Journal Entries: January

JANUARY ADJUSTING JOURNAL ENTRIES						
JOURNAL ENTRY	DATE	LEDGER #	ACCOUNT NAME	DESCRIPTION	DEBIT	CREDITS
JE1	1/10	3293	ANNUITY SAVINGS FUND	RON RETIREE RETIREMENT	80,000.00	
		3294	ANNUITY RESERVE FUND			80,000.00
				TOTALS	80,000.00	80,000.00





# Adjusting Journal Entries: February

FEBRUARY ADJUSTING JOURNAL ENTRIES						
JOURNAL ENTRY	DATE	LEDGER #	ACCOUNT NAME	DESCRIPTION	DEBIT	CREDITS
JE2	2/10	3293	ANNUITY SAVINGS FUND	PATTY PENSION RETIREMENT	60,000.00	
		3294	ANNUITY RESERVE FUND			60,000.00
				TOTALS	60,000.00	60,000.00

# Adjusting Journal Entries: March



2025 BOARD ADMINISTRATOR TRAINING

MARCH ADJUSTING JOURNAL ENTRIES						
JOURNAL ENTRY	DATE	LEDGER #	ACCOUNT NAME	DESCRIPTION	DEBIT	CREDITS
JE3	3/31	1172	POOLED DOMESTIC EQUITIES	ANH DOMESTIC EQUITIES COMPANY — 1 <sup>ST</sup> Q	95,000.00	
		4885	REALIZED LOSS		5,000.00	
		5304	MANAGEMENT FEES		1,000.00	
		4821	INVESTMENT INCOME			1,000.00
		4886	UNREALIZED GAIN			100,000.00
JE4	3/31	4885	REALIZED LOSS	ESB INTERNATIONAL EQUITIES COMPANY — 1 <sup>ST</sup> Q	3,000.00	
		4887	UNREALIZED LOSS		10,000.00	
		5304	MANAGEMENT FEES		500.00	
		1173	POOLED INTERNATIONAL EQUITIES			13,300.00
		4821	INVESTMENT INCOME			200.00
JE5	3/31	4887	UNREALIZED LOSS	ROTJ DOMESTIC FIXED INCOME COMPANY — 1 <sup>ST</sup> Q	5,000.00	
		5304	MANAGEMENT FEES		200.00	
		1181	POOLED DOMESTIC FIXED INCOME			2,700.00
		4821	INVESTMENT INCOME			2,000.00
		4884	REALIZED GAIN			500.00
JE6	3/31	4885	REALIZED LOSS	AOTC INTERNATIONAL FIXED INCOME COMPANY — 1 <sup>ST</sup> Q	100.00	
		4887	UNREALIZED LOSS		1,000.00	
		5304	MANAGEMENT FEES		100.00	
		1182	POOLED INTERNATIONAL FIXED INCOME			700.00
		4821	INVESTMENT INCOME			500.00
				TOTALS	120,900.00	120,900.00



# Adjusting Journal Entries: April

APRIL ADJUSTING JOURNAL ENTRIES							
JOURNAL ENTRY	DATE	LEDGER #	ACCOUNT NAME	DESCRIPTION	ACCOUNT	DEBIT	CREDITS
JE7	4/30	1194	POOLED REAL ESTATE FUNDS	TIJ REAL ESTATE INVESTMENTS COMPANY — 1 <sup>ST</sup> Q	1194	1,450.00	
		5304	MANAGEMENT FEES		5304	50.00	
		4821	INVESTMENT INCOME		4821		100.00
		4884	REALIZED GAIN		4884		400.00
		4886	UNREALIZED GAIN		4886		1,000.00
JE8	4/30	5589	ADMINISTRATIVE EXPENSES	CORRECTING FEB ENTRY FOR MACRS DUES	5589	500.00	
		5320	EDUCATION AND TRAINING		5320		500.00
				TOTALS		2,000.00	2,000.00



# Adjusting Journal Entries: May

MAY ADJUSTING JOURNAL ENTRIES						
JOURNAL ENTRY	DATE	LEDGER #	ACCOUNT NAME	DESCRIPTION	DEBIT	CREDITS
JE9	5/31	1193	POOLED ALTERNATIVE INVESTMENTS	ROS INVESTMENT COMPANY — 1 <sup>ST</sup> Q	480.00	
		5304	MANAGEMENT FEES		30.00	
		4821	INVESTMENT INCOME			10.00
		4886	REALIZED GAIN			500.00
				TOTALS	510.00	510.00

**Do Not Backdate Your Entries!**



# Retiree Payroll

- To make things easier, post gross amounts to annuities/pensions/ COLAs paid (5750/5751/5752)
  - Many boards don't use 5752 any more
- Direct deposit bounce back
  - Debit cash, credit 5750/5751
  - If repaid immediately debit 5750/5751 (same as original entry), credit cash
    - Gets you back to the original place, and general ledger reflects all cash activity





# Uncashed Checks

- Cash reconciliation has 5 checks totaling \$10,000 that are over 6 months old
- Put money back into the bank account
- Are checks likely to be re-issued?
  - **Yes**
    - Debit cash, credit 2020 accounts payable
  - **No**
    - Debit cash, credit 4825 Miscellaneous Income if issued in a prior year
    - Debit cash, credit the original disbursement account if issued in the current year



# Accounts Receivables (A/R) and Payables (A/P)

- 99% of board accounting is on a cash basis
- Some accruing as of December 31<sup>st</sup>
- If you have separately managed fixed income or equity accounts, there are monthly pending trades



# Monthly Pending Trades Entries

DATE	LEDGER #	ACCOUNT NAME	DESCRIPTION	DEBIT	CREDITS
1/31	1398	ACCOUNTS RECEIVABLE	JANUARY PENDING SALES	20,000.00	
	1050	CUSTODIAL CASH			20,000.00
1/31	1050	CUSTODIAL CASH	JANUARY PENDING PURCHASES	10,000.00	
	2020	ACCOUNTS PAYABLE			10,000.00



# Pending Trades: The Following Month When Settled

DATE	LEDGER #	ACCOUNT NAME	DESCRIPTION	DEBIT	CREDITS
2/2	1050	CUSTODIAL CASH	JANUARY PENDING SALES	20,000.00	
	1398	ACCOUNTS RECEIVABLE			20,000.00
2/2	2020	ACCOUNTS PAYABLE	JANUARY PENDING PURCHASES	10,000.00	
	1050	CUSTODIAL CASH			10,000.00



# Some End of Year A/R

DATE	LEDGER #	ACCOUNT NAME	DESCRIPTION	DEBIT	CREDITS
12/31	1398	ACCOUNTS RECEIVABLE	REMAINING FY XX APPROPRIATION	150,000.00	
	4894	PENSION APPROPRIATION			150,000.00
12/31	1398	ACCOUNTS RECEIVABLE	HOUSING AUTHORITY DECEMBER DEDS	1,500.00	
	4893	MEMBER DEDUCTIONS			1,5000.00





# Entries When A/R is Received

DATE	LEDGER #	ACCOUNT NAME	DESCRIPTION	DEBIT	CREDITS
3/15	1041	CASH	REMAINING FY XX APPROPRIATION	150,000.00	
	1398	ACCOUNTS RECEIVABLE			150,000.00
1/10	1041	CASH	HOUSING AUTHORITY DECEMBER DEDS	1,500.00	
	1398	ACCOUNTS RECEIVABLE			1,5000.00



# End of Year A/P

DATE	LEDGER #	ACCOUNT NAME	DESCRIPTION	DEBIT	CREDITS
12/31	5589	ADMINISTRATIVE EXPENSES	DECEMBER UTILITIES	500.00	
	2020	ACCOUNTS PAYABLE			500.00
12/31	5304	MANAGEMENT FEES	4 <sup>th</sup> Q ABC CO. FEE	10,000.00	
	2020	ACCOUNTS PAYABLE			10,000.00



# Entry When A/P is Paid

DATE	LEDGER #	ACCOUNT NAME	DESCRIPTION	DEBIT	CREDITS
1/31	2020	ACCOUNTS PAYABLE	DECEMBER UTILITIES	500.00	
	1041	CASH			500.00
2/28	2020	ACCOUNTS PAYABLE	4 <sup>th</sup> Q ABC CO. FEE	10,000.00	
	1041	CASH			10,000.00



# Deceased Retirees (1)

- Depending on the circumstances, could be either A/R or A/P
- Sometimes these sit on the books for a long time
- Is there an estate?
- Are there relatives actively handling the finances?



## Deceased Retirees (2)

- How long do you wait before writing it off?
- Assess the likelihood of paying/collecting after the accrual has been on the books for a full year
- If you decide that there is little chance of something happening, then make the following entries ...





## Deceased Retirees (3)

### ■ Writing off an A/R

DATE	LEDGER #	ACCOUNT NAME	DESCRIPTION	DEBIT	CREDITS
12/31	5589	ADMINISTRATIVE EXPENSES	J. SMITH OVERPAYMENT WRITE-OFF	500.00	
	1398	ACCOUNTS RECEIVABLE			500.00

### ■ Writing off an A/P

DATE	LEDGER #	ACCOUNT NAME	DESCRIPTION	DEBIT	CREDITS
12/31	2020	ACCOUNTS PAYABLE	F. SMITH UNDERPAYMENT WRITE-OFF	200.00	
	4825	MISCELLANEOUS INCOME			200.00



## Unknown A/R and A/P

- Entries on the prior slide also work for accruals on the books that cannot be identified after significant research



# Accounting and Membership

- Any time you use an account that closes to the Annuity Savings Fund there must be a corresponding action on the supplemental schedule
- How do you know where an account closes to?
  - Chart of Accounts lists this
  - Look at receipts/disbursements pages of annual statement
  - Organized by fund- those in Annuity Savings Fund section close to ASF
    - Exception is investment entries, which close to 4820
      - 4820 then closes to the individual funds



## Accounting and Membership *(Continued)*

- Should try to reconcile supplemental schedule periodically throughout the year
- Do not worry about ending balance or interest while the year is in process
- Other columns of the schedule relate to entries made up to that point in time
  - Receipts, disbursements, and interfund transfers



# Trial Balance

- List of accounts with beginning balance, debits, credits, and ending balance
- Total at bottom should be \$0
- Debits should equal credits



# Trial Balance: January Part 1

JAN TRIAL BALANCE	ACCOUNT NUMBER
CASH	1041
SHORT-TERM	1100
FIXED INCOME	1180
EQUITIES	1170
POOLED DOMESTIC EQUITY	1172
POOLED INTERNATIONAL EQUITY	1173
POOLED DOMESTIC FIXED INCOME	1181
POOLED INTERNATIONAL FIXED INCOME	1182
POOLED ALTERNATIVE INVESTMENTS	1193
POOLED REAL ESTATE FUNDS	1194
HEDGE FUNDS	1197
PRIT CASH	1198
PRIT CORE FUND	1199
ACCOUNTS RECEIVABLE	1398
ACCOUNTS PAYABLE	2020
<b>SUBTOTAL</b>	
ANNUITY SAVINGS FUND	3293
ANNUITY RESERVE FUND	3294
MILITARY SERVICE FUND	3295
PENSION FUND	3296
PENSIONS RESERVE FUND	3297
EXPENSE FUND	3298
<b>SUBTOTAL</b>	

BEGINNING BALANCE	DEBITS	CREDITS	ENDING BALANCE
2,000,000.00	51,500.00	756,000.00	1,295,500.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
30,000,000.00	0.00	0.00	30,000,000.00
10,000,000.00	0.00	0.00	10,000,000.00
20,000,000.00	0.00	0.00	20,000,000.00
1,000,000.00	0/00	0.00	20,000,000.00
500,000.00	0.00	0.00	500,000.00
1,000,000.00	0.00	0.00	1,000,000.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
<b>64,500,000.00</b>	<b>51,500.00</b>	<b>756,000.00</b>	<b>63,795,500.00</b>
-15,000,000.00	80,000.00	0.00	-14,920,000.00
-5,000,000.00	0.00	80,000.00	-5,080,000.00
-6,000.00	0.00	0.00	-6,000.00
-1,000,000.00	0.00	0.00	-1,000,000.00
-43,494,000.00	0.00	0.00	-43,494,000.00
0.00	0.00	0.00	0.00
<b>-64,500,000.00</b>	<b>80,000.00</b>	<b>80,000.00</b>	<b>-64,500,000.00</b>

# Trial Balance: January Part 2

JAN TRIAL BALANCE	ACCOUNT NUMBER
INVESTMENT INCOME	4821
INTEREST NOT REFUNDED	4822
MISCELLANEOUS INCOME	4825
WORKERS' COMP LUMP SUM	4840
91A OVERTAXER REPAYMENTS	4841
REALIZED GAIN	4884
REALIZED LOSS	4885
UNREALIZED GAIN	4886
UNREALIZED LOSS	4887
MILITARY FUND CONTRIBUTIONS	4890
MEMBER DEDUCTIONS	4891
TRANSFERS FROM OTHER SYSTEMS	4892
MAKE-UP AND RE-DEPOSITS	4893
APPROPRIATION	4894
FEDERAL GRANT REIMBURSEMENT	4897
3(8)(c) FROM OTHER SYSTEMS	4898
STATE COLA	4899
ROLLOVERS	4900
<b>SUBTOTAL</b>	

BEGINNING BALANCE	DEBITS	CREDITS	ENDING BALANCE
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	6,500.00	-6,500.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	40,000.00	-40,000.00
0.00	0.00	0.00	0.00
0.00	0.00	5,000.00	-5,000.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
<b>0.00</b>	<b>0.00</b>	<b>51,500.00</b>	<b>-51,500.00</b>

# Trial Balance: January Part 3

JAN TRIAL BALANCE	ACCOUNT NUMBER
BOARD MEMBER STIPEND	5118
STAFF SALARIES	5119
MANAGEMENT FEES	5304
CUSTODIAL FEES	5305
CONSULTANT FEES	5307
LEGAL	5308
MEDICAL	5309
FIDUCIARY INSURANCE	5310
SERVICE CONTRACTS	5311
RENT	5312
PROFESSIONAL SERVICES	5315
ACTUARIAL	5316
ACCOUNTING	5317
EDUCATION AND TRAINING	5320
ADMINISTRATIVE	5589
FURNITURE AND EQUIPMENT	5599
TRAVEL	5719
ANNUITIES	5750
PENSIONS	5751
3(8)(c) TO OTHER SYSTEMS	5755
TRANSFERS TO OTHER SYSTEMS	5756
REFUNDS	5757
OPTION B REFUNDS	5759
<b>SUBTOTAL</b>	
<b>GRAND TOTALS</b>	

BEGINNING BALANCE	DEBITS	CREDITS	ENDING BALANCE
0.00	0.00	0.00	0.00
0.00	5,000.00	0.00	5,000.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	1,000.00	0.00	1,000.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	50,000.00	0.00	50,000.00
0.00	700,000.00	0.00	700,000.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	756,000.00	0.00	756,000.00
0.00	887,500.00	887,500.00	0.00



# Fund Balances on Trial Balance

- Note that prior to the closing entries, the fund balances on the trial balance are changed only by interfund transfers
- The closing process sends the year's cash activity to the funds
  - Receipts increase the fund balances
  - Disbursements decrease the fund balances



# Chart of Accounts: Assets

ASSETS			
ACCOUNT NUMBER	ACCOUNT NAME	BALANCE	CLOSE TO
1040	CASH* (BANK NAME AND ACCOUNT NUMBER)	DEBIT	
1100	INDIVIDUALLY OWNED SHORT TERM INVESTMENTS	DEBIT	
1101	POOLED SHORT-TERM FUNDS	DEBIT	
1170	EQUITITES	DEBIT	
1172	POOLED DOMESTIC EQUITY FUNDS	DEBIT	
1173	POOLED INTERNATIONAL EQUITY FUNDS	DEBIT	
1174	POOLED GLOBAL EQUITY FUNDS	DEBIT	
1180	FIXED INCOME SECURITIES	DEBIT	
1181	POOLED DOMESTIC FIXED INCOME FUNDS	DEBIT	
1182	POOLED INTERNATIONAL FIXED INCOME FUNDS	DEBIT	
1183	POOLED GLOBAL FIXED INCOME FUNDS	DEBIT	
1193	POOLED ALTERNATIVE INVESTMENTS	DEBIT	
1194	POOLED REAL ESTATE FUNDS	DEBIT	
1195	POOLED DOMESTIC BALANCED FUNDS	DEBIT	
1196	POOLED INTERNATIONAL BALANCED FUNDS	DEBIT	
1197	HEDGE FUNDS	DEBIT	
1198	PRIT CASH FUND	DEBIT	
1199	PRIT GENERAL ALLOCATION FUND	DEBIT	





# Chart of Accounts: Receivables and Fixed Assets

RECEIVABLES			
ACCOUNT NUMBER	ACCOUNT NAME	BALANCE	CLOSE TO
1350	PREPAID EXPENSES	DEBIT	
1398	ACCOUNTS RECEIVABLE	DEBIT	
1550	INTEREST DUE AND ACCRUED	DEBIT	

FIXED ASSET ACCOUNTS			
ACCOUNT NUMBER	ACCOUNT NAME	BALANCE	CLOSE TO
1910	LAND	DEBIT	
1920	BUILDINGS	DEBIT	
1929	ACCUMULATED DEPRECIATION — BUILDINGS	CREDIT	



# Chart of Accounts: Accounts Payable and Funds

ACCOUNTS PAYABLE			
ACCOUNT NUMBER	ACCOUNT NAME	CREDIT/DEBIT	CLOSE TO
2020	ACCOUNTS PAYABLE	CREDIT	

FUNDS			
ACCOUNT NUMBER	ACCOUNT NAME	CREDIT/DEBIT	CLOSE TO
3293	ANNUITY SAVINGS FUND	CREDIT	
3294	ANNUITY RESERVE FUND	CREDIT	
3295	MILITARY SERVICE FUND	CREDIT	
3296	PENSION FUND	CREDIT	
3297	PENSION RESERVE FUND	CREDIT	
3298	EXPENSE FUND	CREDIT	



# Chart of Accounts: Receipts & Investment Income

RECEIPTS & INVESTMENT INCOME			
ACCOUNT NUMBER	ACCOUNT NAME	BALANCE	CLOSE TO
4701	CARRIED INTEREST EXPENSE	CREDIT	4820
4702	EQUALIZATION EXPENSES	CREDIT	4820
4703	MISCELLANEOUS INVESTMENT EXPENSE	CREDIT	4820
4750	RECOVERY OF ANNUITY FROM REINSTATEMENT	CREDIT	3294
4751	RECOVERY OF PENSION FROM REINSTATEMENT	CREDIT	3296
4820	INVESTMENT INC. — CONTROL ACCOUNT	CREDIT	3293, 3294, 3295, 3297, 3298
4821	INVESTMENT INCOME RECEIVED	CREDIT	4820
4822	INTEREST NOT REFUNDED	CREDIT	3297
4823	PAID ACCRUED INTEREST ON FIXED INCOME SECURITIES	CREDIT	4820
4825	MISCELLANEOUS INCOME	CREDIT	3297
4840	WORKERS' COMPENSATION SETTLEMENTS	CREDIT	3296
4841	RECOVERY OF 91A OVERTURNINGS	CREDIT	3296
4884	REALIZED GAIN/PROFIT ON SALE OF INVESTMENTS	CREDIT	4820
4885	REALIZED LOSS/LOSS ON SALE OF INVESTMENTS	DEBIT	4820
4886	UNREALIZED GAIN/INCREASE IN MARKET VALUE OF INVESTMENTS	CREDIT	4820
4887	UNREALIZED LOSS/DECREASE IN MARKET VALUE OF INVESTMENTS	DEBIT	4820
4890	CONTRIBUTIONS RECEIVED FROM MUNICIPALITY ON ACCOUNT OF MILITARY SERVICE	CREDIT	3295



## Chart of Accounts: Receipts & Investment Income *(Cont'd)*

RECEIPTS & INVESTMENT INCOME <i>(Continued)</i>			
ACCOUNT NUMBER	ACCOUNT NAME	BALANCE	CLOSE TO
4891	MEMBERS' DEDUCTIONS	CREDIT	3293
4892	TRANSFERS FROM OTHER SYSTEMS	CREDIT	3293
4893	MEMBERS' MAKE-UP PAYMENTS AND RE-DEPOSITS	CREDIT	3293
4894	PENSION FUND APPROPRIATION	CREDIT	3296
4895	PENSION RESERVE APPROPRIATION	CREDIT	3297
4896	EXPENSE FUND APPROPRIATION	CREDIT	3298
4897	FEDERAL GRANT REIMBURSEMENT	CREDIT	3297
4898	3(8)(c) REIMBURSEMENTS FROM OTHER SYSTEMS	CREDIT	3296
4899	RECEIVED FROM COMMONWEALTH FOR COLA AND SURVIVOR BENEFITS	CREDIT	3296
4900	MEMBER PAYMENTS FROM ROLLOVERS	CREDIT	3293

# Chart of Accounts: Disbursements

DISBURSEMENTS			
ACCOUNT NUMBER	ACCOUNT NAME	BALANCE	CLOSE TO
5118	BOARD MEMBER STIPEND	DEBIT	3298
5119	STAFF SALARIES	DEBIT	3298
5120	BENEFITS (EMPLOYER SHARE)	DEBIT	3298
5304	MANAGEMENT FEES	DEBIT	3298
5305	CUSTODIAL FEES	DEBIT	3298
5307	CONSULTANT FEES	DEBIT	3298
5308	LEGAL EXPENSES	DEBIT	3298
5309	MEDICAL EXPENSES	DEBIT	3298
5310	FIDUCIARY INSURANCE	DEBIT	3298
5311	SERVICE CONTRACTS	DEBIT	3298
5312	RENT EXPENSE	DEBIT	3298
5315	PROFESSIONAL SERVICES	DEBIT	3298
5316	ACTUARIAL SERVICES	DEBIT	3298
5317	ACCOUNTING SERVICES	DEBIT	3298
5589	ADMINISTRATIVE EXPENSES	DEBIT	3298
5599	FURNITURE AND EQUIPMENT	DEBIT	3298
5719	TRAVEL EXPENSE	DEBIT	3298
5750	ANNUITIES PAID	DEBIT	3294
5751	PENSIONS PAID	DEBIT	3296
5752	STATE REIMBURABLE COLA's PAID	DEBIT	3296
5753	STATE REIMBURSABLE CHAPTER 389 BENEFICIARY INCREASE PAID	DEBIT	3296
5755	3(8)(c) REIMBURSEMENTS TO OTHER SYSTEMS	DEBIT	3296
5756	TRANSFERS TO OTHER SYSTEMS	DEBIT	3293
5757	REFUNDS TO MEMBER	DEBIT	3293
5759	OPTION B REFUNDS	DEBIT	3294
5829	DEPRECIATION EXPENSE — BUILDING	DEBIT	3297



