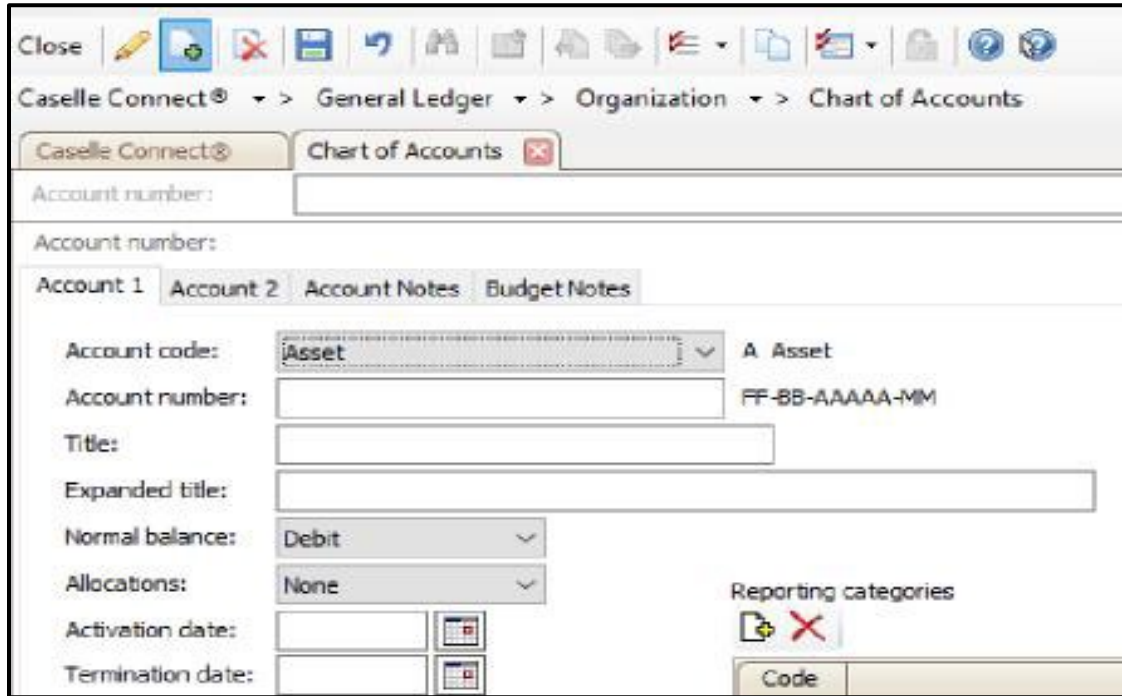

General Ledger – New User

This session will cover how to create new accounts, review journal codes, account Inquiry, journal inquiry, how to record and edit journal entries, basic budget entry, cash allocations, and common reports.



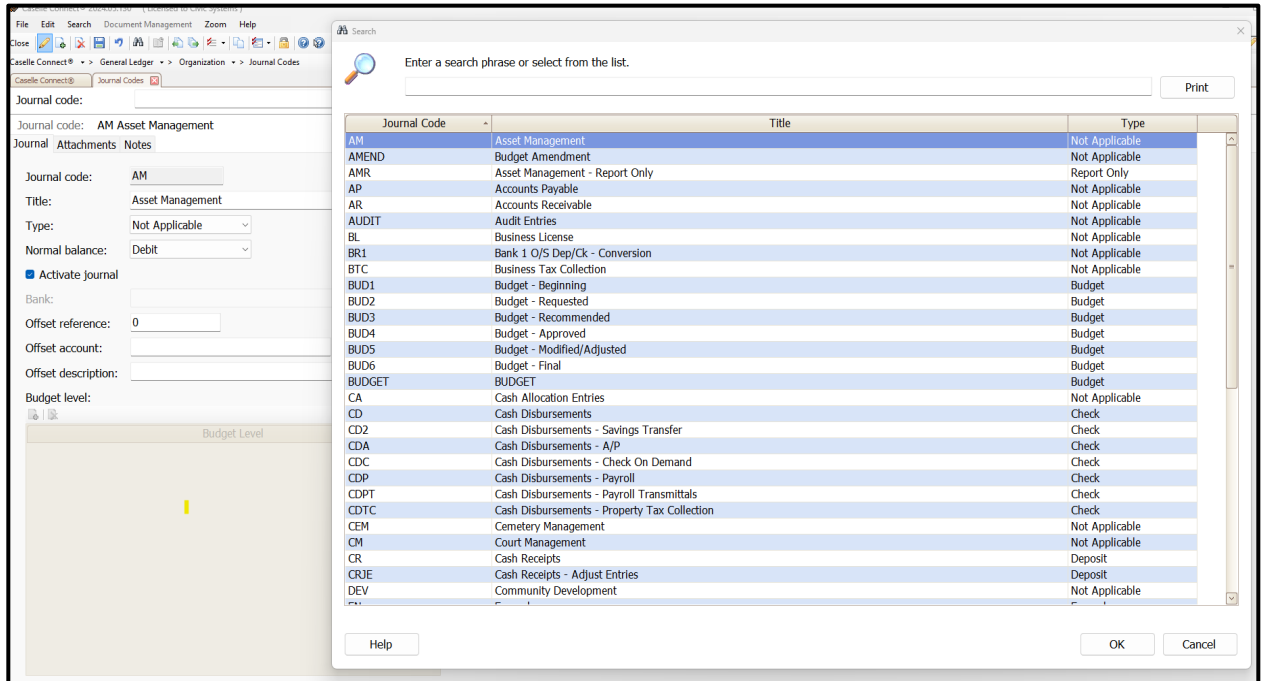
Chart of Accounts – Add New Account



- Click the New Icon in the menu bar at the top of the screen
- Select an Account Code, your choice is Asset, Liability, Equity, Revenue or Expenditure
- Enter the Account Number (numbers only; do not enter any dashes or periods). You will see the formatted account number being created to the right of the account number
- Enter the Title for the account (this is a maximum of 30 characters)
- Enter an Expanded Title (this is optional and has a maximum of 60 characters)
- Normal Balance will automatically populate based on the account code
- Allocations should be set to None unless the account is the fund cash account (only one per fund)
- Activation date (optional) is used to prevent transactions from being posted to the account before this date

- Termination date (optional) is used to prevent transactions from being posted to the account after this date
- **Pro Tip:** You can use the Copy button to copy an existing account to a new account number. Simply choose an account of the proper type (copy a Revenue to make a new Revenue, an Asset to make a new Asset, etc.), press the Copy button, enter your new account number, and then enter in the new Account Title. If you need to create a new Fund, you can go to General Ledger – Organization – Copy Account Range to copy multiple accounts.
- **Pro Tip:** You can use the binoculars button to search and view data for existing accounts. In the Search window, you can right click in the header row to customize the table. You can hide columns, use the Column Chooser to add columns (click and drag the column to where you want it to be), use Best Fit (all columns) to automatically the width of your columns, and the Save Layout option to save your changes. These options are available on most tables in the program.

Journal Codes



Journal Code	Title	Type
AM	Asset Management	Not Applicable
AMEND	Budget Amendment	Not Applicable
AMR	Asset Management - Report Only	Report Only
AP	Accounts Payable	Not Applicable
AR	Accounts Receivable	Not Applicable
AUDIT	Audit Entries	Not Applicable
BL	Business License	Not Applicable
BR1	Bank 1 O/S Dep/Ck - Conversion	Not Applicable
BTC	Business Tax Collection	Not Applicable
BUD1	Budget - Beginning	Budget
BUD2	Budget - Requested	Budget
BUD3	Budget - Recommended	Budget
BUD4	Budget - Approved	Budget
BUD5	Budget - Modified/Adjusted	Budget
BUD6	Budget - Final	Budget
BUDGET	BUDGET	Budget
CA	Cash Allocation Entries	Not Applicable
CD	Cash Disbursements	Check
CD2	Cash Disbursements - Savings Transfer	Check
CDA	Cash Disbursements - A/P	Check
CDC	Cash Disbursements - Check On Demand	Check
CDP	Cash Disbursements - Payroll	Check
CDPT	Cash Disbursements - Payroll Transmittals	Check
CDTC	Cash Disbursements - Property Tax Collection	Check
CEM	Cemetery Management	Not Applicable
CM	Court Management	Not Applicable
CR	Cash Receipts	Deposit
CRUE	Cash Receipts - Adjust Entries	Deposit
DEV	Community Development	Not Applicable

System Generated Journals

- AM – Asset Management
- AP – Accounts Payable (all invoices entered in Accounts Payable are posted here)
- AR – Accounts Receivable (all transactions related to accounts receivable are posted here, including invoices billed, payments applied to invoices, write offs)
- BL – Business License
- CA-XX – Cash Allocations (all cash allocation journals)
- CDA – Cash Disbursement Accounts Payable (all Checks/ACH/Direct Deposits recorded in Accounts Payable are recorded here)

- CDP – Cash Disbursement Payroll (all employee Checks/ACH/Direct Deposits recorded in Payroll are recorded here)
- CDPT– Cash Disbursement Payroll Transmittals (all payroll liability Checks/ACH/Direct Deposits recorded in Payroll are recorded here)
- CR – Cash Receipting (all receipts recorded in Cash Receipting are posted here)
- OBACT – Opening Balances (used to bring the account balances forward from one year to the next)
- PB – Payroll Benefits (used to record the employer's portion of payroll items like retirement, social security, Medicare, insurance etc.)
- PC – Payroll Journal (used to record the expense of payroll to be paid to employees)
- UM – Utility Management (used to record all activity from the Utility Management module)

Manual Journal Codes

- Audit – Used to record entries provided by your auditor
- Budget – Used to record all budget entries (original and amendments)
- CDJE– Cash Disbursement Manual Entries (manual entries to decrease cash that are not recorded in Accounts Payable or Payroll. If you have multiple banks in your system, you will have a different CD journal for each bank)
- CRJE – Cash Receipting Manual Entries and other CRXX journal codes (manual entries to increase cash that are not recorded in cash Receipting. If you have multiple banks in your system, you will have a different CR journal for each bank)
- JE – Journal Entries (used to record activity between accounts that does not impact cash/checking accounts)
- RC – Recurring Entries (used to record entries that can be copied from one period to another)
- RE – Reversing Entries (used to record entries that are reversed in another period without having to enter twice)

Casle Connect® J04/L08/107 - Licensed to LacV Systems																
File	Edit	Search	Filters	Settings	Period	Other	Document Management									
Close	File	Period	08/24	to	08/24		Print	Print	Print	Print	Print	Print	Print	Print		
Casle Connect® >> General Ledger >> Account Inquiry																
Casle Connect®		Account Inquiry														
Account: _____ Account _____ of 582																
GENERAL FUND - MAYOR & COUNCIL												Period: (08/24) 08/31/2024				
Account: 10-41-240 Office Supplies & Expense												Activation date:				
												Termination date:				
Single Account - Detail Budget Account Multiple Accounts Transactions Segments Segment Amounts Categories																
Year-To-Date	08/24	07/24	06/24	05/24	04/24	03/24	02/24	01/24	12/23	11/23	10/23	09/23	08/23	Actual Includes		
Encumbrance	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	<input checked="" type="checkbox"/> Actual		
Actual	.00	.00	.00	14.60	14.60	14.60	14.60	14.60	14.60	.00	.00	.00	.00	<input type="checkbox"/> Report only		
Total	.00	.00	.00	14.60	14.60	14.60	14.60	14.60	14.60	.00	.00	.00	.00	<input type="checkbox"/> Include pending amounts		
Budget	.00	.00	.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	<input checked="" type="checkbox"/> Display account's normal balance		
(over)/under	.00	.00	.00	85.40	85.40	85.40	85.40	85.40	85.40	100.00	100.00	100.00	100.00			
Percent	.00	.00	.00	14.60	14.60	14.60	14.60	14.60	14.60	.00	.00	.00	.00			
Period Amounts	08/24	07/24	06/24	05/24	04/24	03/24	02/24	01/24	12/23	11/23	10/23	09/23	08/24			
Encumbrance	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00			
Actual	.00	.00	.00	.00	.00	.00	.00	.00	14.60	.00	.00	.00	.00			
Budget	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00			
(over)/under	.00	.00	.00	.00	.00	.00	.00	.00	(14.60)	.00	.00	.00	.00			

- 6

- Detail tab will show you:

Caselle Connect® 2024.08.105 (Licensed to Civic Systems)

File Edit Search Filters Settings Period Other Document Management Zoom Help

Close Period: 01/24 to 08/24

Caselle Connect® > General Ledger > Account Inquiry

Account: GENERAL FUND - MAYOR & COUNCIL
10-41-240 Office Supplies & Expense

Period: (08/24) 08/31/2024
Activation date:
Termination date:

Single Account Detail Budget Account Multiple Accounts Transactions Segments Segment Amounts Categories

Date	Journal	Reference	Description	Debit Amount	Credit Amount	Balance
12/31/2023			Balance	.00	.00	.00
01/31/2024			Period Totals ***	.00	.00	.00
02/03/2024	AP	113.0001	Staples	5.65	.00	5.65
02/03/2024	AP	114.0001	Staples	6.50	.00	12.15
02/03/2024	AP	115.0001	Staples	2.45	.00	14.60
02/29/2024			Period Totals ***	14.60	.00	14.60
03/31/2024			Period Totals ***	.00	.00	14.60
04/30/2024			Period Totals ***	.00	.00	14.60
05/31/2024			Period Totals ***	.00	.00	14.60
06/30/2024			Period Totals ***	.00	.00	14.60
06/30/2024			Period Totals ***	.00	.00	14.60
06/30/2024			Period Totals ***	.00	.00	14.60
07/01/2024			Period Totals ***	.00	.00	.00
07/31/2024			Period Totals ***	.00	.00	.00
08/31/2024			Period Totals ***	.00	.00	.00

Amount Type: ☒ Actual ☐ Report-only ☐ Budget ☐ Encumbrance ☐ Pending actual ☐ Pending budget

Display: ☒ Reference detail ☐ Journal summary

- The transactions that were posted to this account during the time frame selected
- The date, journal code, reference, description and amount of each transaction
- The running balance of the account

- Budget tab will show you:

Caselle Connect® 2024.08.105 (Licensed to Civic Systems)

File Edit Search Filters Settings Period Other Document Management Zoom Help

Close Period: 08/24 to 08/24

Caselle Connect® > General Ledger > Account Inquiry

Account: GENERAL FUND - MAYOR & COUNCIL
10-41-240 Office Supplies & Expense

Single Account Detail Budget Account Multiple Accounts Transactions Segments Segment Amounts Categories

Budget by Level Budget Comparison Budget Transactions Notes

Account Number	Title	Estimated	Projected	(1) DEPARTMENT RECOMMENDED	(2) FINANCE RECOMMENDED	(3) ADMIN RECOMMENDED	(4) APPROVED BUDGET	(5) AMENDED BUDGET
10-41-240	Office Supplies & Expense	.00	104.04	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00

- The original budget adopted
- Any amendments to the account budget

Journal Inquiry

Caselle Connect® 2024.08.105 (Licensed to Civic Systems)

File Edit Search Filters Settings Period Other Document Management Zoom Help

Caselle Connect® >> General Ledger >> Journal Inquiry

Caselle Connect® Journal Inquiry Account Inquiry Enter Budget Amounts Update General Ledger Journal Inquiry

Journal: AP Accounts Payable Active: Yes Journal: 4 of 52

Journal	Detail	Reference	Date	Account Number	Account Title	Description	Amount	Comment
1	0001	08/09/2024	10-41-741	Capital Outlay - Equipment	Ace Lumber & Hardware		615.95	**Vendor: 100 **Inv. No: 081114 **Desc: ACE LUMBER & HARDWARE **Inv. Date: 08/09/24
2	0001	08/09/2024	10-44-101	Miscellaneous Supplies	Ace Lumber & Hardware		.00	**Vendor: 100 **Inv. No: 081114 **Desc: ACE LUMBER & HARDWARE **Inv. Date: 08/09/24
3	0001	08/10/2024	10-40-250	Equipment - Supply/Maint	AnyCity Auto		200.00	**Vendor: 140 **Inv. No: 081214 **Desc: EXHAUST ON RANDY'S TRUCK **Inv. Date: 08/10/24
4	0001	08/05/2024	10-41-280	Telephone	AT&T		500.00	**Vendor: 190 **Inv. No: 080714 **Desc: Administration Telephone **Inv. Date: 08/05/24
5	0001	08/05/2024	10-54-280	Telephone	AT&T		100.00	**Vendor: 190 **Inv. No: 080714 **Desc: Court Telephone **Inv. Date: 08/05/24
6	0001	08/05/2024	10-57-280	Telephone	AT&T		400.00	**Vendor: 190 **Inv. No: 080714 **Desc: Police Telephone **Inv. Date: 08/05/24
7	0001	08/05/2024	10-40-280	Telephone	AT&T		.00	**Vendor: 190 **Inv. No: 080714 **Desc: Library Telephone **Inv. Date: 08/05/24
8	0001	08/09/2024	10-41-280	Telephone	AT&T		250.00	**Vendor: 190 **Inv. No: 081114 **Desc: Administration Telephone **Inv. Date: 08/09/24
9	0001	08/09/2024	10-54-280	Telephone	AT&T		150.00	**Vendor: 190 **Inv. No: 081114 **Desc: Court Telephone **Inv. Date: 08/09/24
10	0001	08/09/2024	10-57-280	Telephone	AT&T		600.00	**Vendor: 190 **Inv. No: 081114 **Desc: Police Telephone **Inv. Date: 08/09/24
11	0001	08/09/2024	10-40-280	Telephone	AT&T		.00	**Vendor: 190 **Inv. No: 081114 **Desc: Library Telephone **Inv. Date: 08/09/24
12	0001	08/01/2024	53-21100	Accounts Payable	Summary Transactions from AP System		615.95	
13	0001	08/01/2024	10-21100	Accounts Payable	Summary Transactions from AP System		2,200.00	

- Detail tab will show all transactions recorded in the selected journal code for the period or periods selected.

Record and Edit Journal Entries

General Ledger – Journals - Enter Journal Amounts

Select the appropriate journal code and period (will this impact your bank account?)

Caselle Connect® 2023.08.76 (Licensed to Civic Systems)

File Edit Inquiry Settings Other Document Management Zoom Help

Caselle Connect® >> General Ledger >> Journals >> Enter Journal Amounts

Caselle Connect® Enter Journal Amounts

Journal: JE Journal Entries

Period: 04/23 (04/30/2023)

Mode: Normal

Sign: Normal

Date: 04/30/2023

Reference: 4.0001 Use Journal Template

Description:

Activity: 0

Job number:

Account:

Amount: 0

Split total: .00

Journal total: .00

Entry total: .00






View approval activity

Create Offset

Comments:

Attachments:

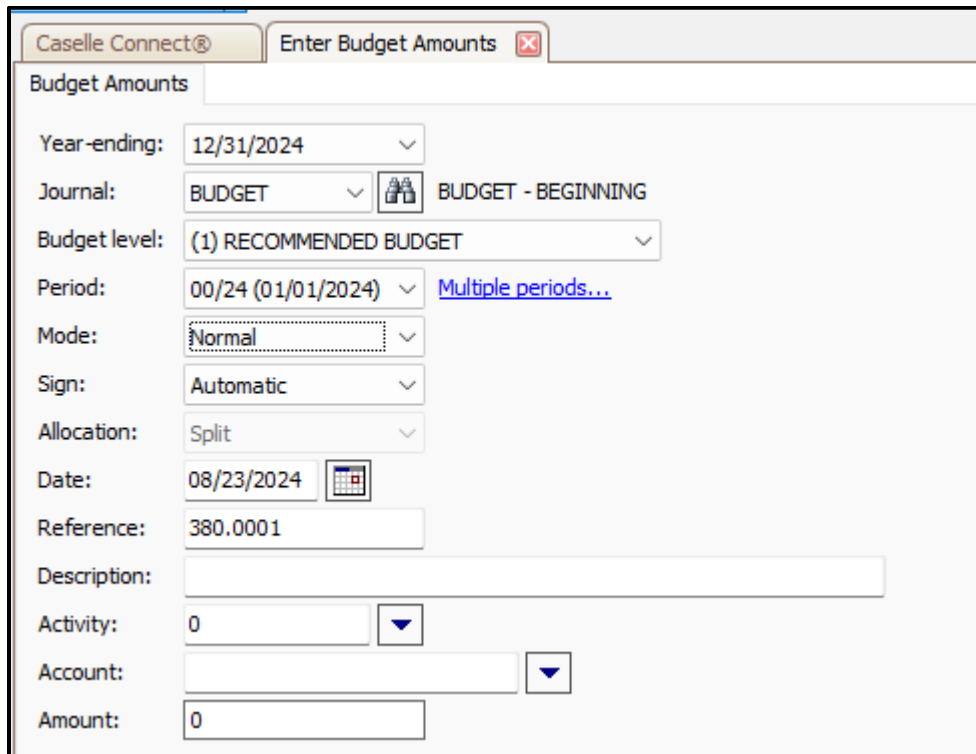
Date	Reference	Account Number	Account Title	Description	Debit Amount	Credit Amount
------	-----------	----------------	---------------	-------------	--------------	---------------

- The system will default to the last day of the period selected. If you change this date to a date in another month you are NOT changing the period that was selected.
- Click your Enter key to go to the Description field. Enter a description of what is being recorded or corrected with the entry. This is what you will see with the amount in the account detail.
- Click your Enter key to go to the Account field. Enter the account number (with or without dashes)
- Click your Enter key to go to the Amount field. Enter the amount that should be recorded in the account listed in the previous step. A positive amount is a debit (will increase the balance of an Asset or Expenditure account and will decrease the balance of a Liability, Equity or Revenue account). A negative amount is a credit; the negative sign can be entered before or after the amount (a credit will decrease the balance of an Asset or expenditure account and increase the balance of a Liability, Equity or Revenue account). If the amount is less than \$1.00 enter the leading zero.
- Click your Enter key until you are back to the description field. If you enter through the description field, it will populate the same description as your previous entry. Repeat these steps until your entry is fully recorded and the journal is in balance.
- You can use the split entry icon  to keep your debits and credits tied to the same reference number.
- You can use the redisplay icon  to review all entries for the selected journal code and period.
- You can edit an entry by clicking the pencil icon . An edited entry is not saved until you enter through the amount or click Save.
- You can delete an entry by clicking the delete icon  and then entering the reference number of the entry that you want to delete.
- You can use the options icon  to change journal codes or periods

Basic Budget Entry

Go to **General Ledger | Budgeting | Enter Budget Amounts**. This screen is where you will select the **Year- End, Journal, Budget Level, Period, Mode, Account** and **Amounts**.

Enter Budget Amounts



Begin by selecting the **Budget Year Ending**. Then Select the Budget Journal.

The **Budget Level** you are entering – you should have multiple budget levels such as Recommended, Original and Amended.

The Period should be 00 which is reserved for Budget and Opening Balances (used to bring the account balances forward from one year to the next) If you do a monthly budget, you can select the blue hyperlink and select multiple periods for the budget.

Year-To-Date Mode vs. Normal Mode

Year-To-Date Mode allows you to enter the budget amount you would like the line item to become. The computer will make the entry for the difference of the current budget amount and the desired amount.

For example, if a supplies expense account currently has a budget of \$2,000 and you now want the budget to be \$3,000, you will enter \$3,000 for the amount. The system will then create an entry for \$1,000 to increase the current budget to equal the new amount.

Normal Mode allows you to enter the net change you would like to make to the balance. If you were using **Normal Mode** in the previous example, you would enter \$1,000 for the amount. The system will post the entry just as it is entered and not compare it to the existing budget amounts for the account.

NOTE: Sometimes it is easier to adjust Budget numbers by making a new entry rather than trying to edit the original entry using **Year-To-Date Mode**.

Entry Tools

Enter Budget Amounts has several tools that can help with entering and proving your budget. Three (3) of those tools are the **Walk Next**, **Clear Entry Total**, and **Redisplay**.

Next. You can save time by letting the system enter the General Ledger account number for you by using the **Next** option. To activate this option, click on the **Next** button on the toolbar.



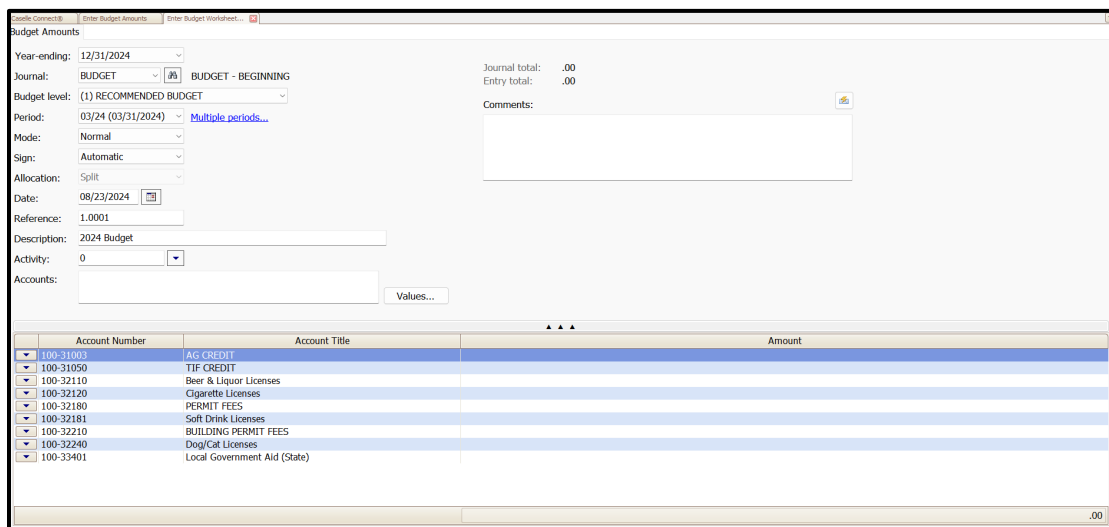
The system will pull in the first revenue or expenditure account it finds. Press *Enter* to accept or enter another account as your starting point. The system will go to the amount field and allow you to start entering amounts. Once an amount is entered and the *Enter* key is pressed, the system will automatically pull up the next account number. If you need to skip an account, simply press *Enter* again without entering an amount.

Clear Entry Total

The **Entry Total** on the right side of the screen keeps a running total of all entries made in the journal for that period. Budget Entry allows you to reset the **Entry Total** by clicking on the **Clear Entry Total** button on the toolbar. This is helpful when you are entering budgets by fund, department, or some other grouping with totals, and you want to proof to those totals. Simply click the **Clear Entry Totals** button each time you start a new total to proof to.



Enter Budget Worksheet Amounts



Budget Amounts

Year-ending: 12/31/2024
 Journal: BUDGET
 Budget level: (1) RECOMMENDED BUDGET
 Period: 03/24 (03/31/2024)
 Mode: Normal
 Sign: Automatic
 Allocation: Split
 Date: 08/23/2024
 Reference: 1.0001
 Description: 2024 Budget
 Activity: 0
 Accounts:

Journal total: .00
 Entry total: .00
 Comments:

Account Number	Account Title	Amount
100-31003	AG CREDIT	
100-31050	TIF CREDIT	
100-32110	Beer & Liquor Licenses	
100-32120	Cigarette Licenses	
100-32180	PERMIT FEES	
100-32181	Soft Drink Licenses	
100-32210	BUILDING PERMIT FEES	
100-32240	Dog/Cat Licenses	
100-33401	Local Government Aid (State)	

Choosing the **Worksheet Style** will allow you to enter your budget into a grid for easy entry. To enable **Worksheet Style**, follow these steps:

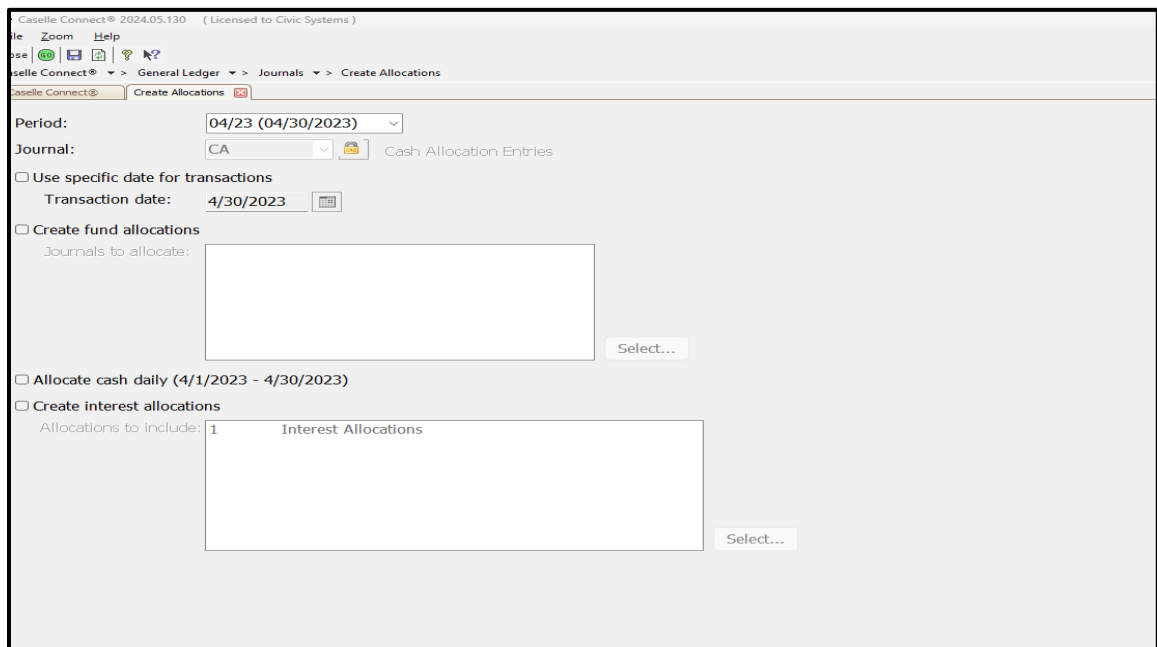
Go to **General Ledger | Budgeting | Enter Budget Worksheet Amounts**.

Specify a **Year-ending**, **Journal**, **Budget Level**, and **Period**. Enter a default **Description** for the budget amounts you are about to enter.

Enter a range of accounts you would like to enter the budget for in the **Accounts** field and press Enter. A grid will now appear with all the accounts specified. Simply enter the budget amount and press Enter to move to the next line.

Cash Allocations

Allocations are created to keep your funds in balance. Select the period that needs to be allocated; best practice is to select the current period and the system will alert you if prior periods need to be allocated. Then you can allocate both the current and prior periods with one click of GO



The screenshot shows the 'Create Allocations' window in Caselle Connect. The window title is 'Caselle Connect® 2024.05.130 (Licensed to Civic Systems)'. The menu bar includes 'File', 'Zoom', and 'Help'. The breadcrumb trail is 'Caselle Connect® > General Ledger > Journals > Create Allocations'. The window has a tab labeled 'Create Allocations'. The main area contains the following fields and options:

- Period:** A dropdown menu showing '04/23 (04/30/2023)'.
- Journal:** A dropdown menu showing 'CA' with a 'Cash Allocation Entries' icon to its right.
- ☐ **Use specific date for transactions**
Transaction date: with a calendar icon.
- ☐ **Create fund allocations**
Journals to allocate: with a 'Select...' button.
- ☐ **Allocate cash daily (4/1/2023 - 4/30/2023)**
- ☐ **Create interest allocations**
Allocations to include: with a label 'Interest Allocations' and a 'Select...' button.

Click GO

Common Reports

- Account Summary – shows beginning balances, total debits and credits, and the ending balance in each of your accounts.

Anycity Corporation

Account Summary

OL Period: 04/23 - 04/23

COMBINED CASH FUND

Page: 1

Aug 23, 2024 04:08PM

Report Criteria:

Display Actual Type Amounts

Include accounts with balances or activity

Account Number	Title	Beginning Balance	Debit	Credit	Ending Balance
01-10100	Cash Allocated To Other Funds	322,107.90-	36,188.83	45,809.39-	331,728.66-
01-10200	Cash - Checking 1st State Bank	165,101.02-	29,826.29	20,205.53-	155,480.26-
01-10210	Cash - Savings 1st State Bank	30,203.66	.00	.00	30,203.66
01-10300	Cash - St Treasurer Investment	557,536.10	.00	.00	557,536.10
01-10400	Petty Cash	50.00	.00	.00	50.00
01-10750	Cash Clearing - Utilities	111,515.55-	.00	.00	111,515.55-
01-10770	Cash Clearing - Accounts Rec	10,831.71	.00	.00	10,831.71
01-10100	Cash - Combined Fund	50,232.05	3,962.47	787.33-	53,427.79
02-21100	Accounts Payable	5.00	.00	.00	5.00
02-22100	Salaries & Wages Payable	15,206.13-	19,324.53	19,324.53-	15,206.13-
02-22210	Fica Payable	6,051.54-	3,269.88	4,977.59-	7,758.25-
02-22220	Federal With Payable	2,627.00-	.00	.00	2,627.00-
02-22230	State With Payable	5,185.97-	.00	609.23-	5,795.20-
02-22300	State Unemployment Payable	.00	80.80	81.91-	1.11-
02-22400	Workers Compensation Payable	2,495.95-	378.99	378.99-	2,495.95-
02-22500	Retirement Payable	6,731.34-	3,861.41	3,867.48-	6,757.41-
02-22550	Deferred Comp/401k Payable	822.50-	384.71	601.73-	1,039.52-
02-22600	Health Insurance Payable	10,150.40-	19,697.60	19,697.60-	10,150.40-
02-22700	Life Insurance Payable	346.85-	235.54	.00	346.85-
02-22800	Misc Deductions Payable	750.00-	.00	625.00-	1,375.00-
10-10100	Cash - Combined Fund	63,591.09	35,243.89	20,723.08-	78,111.00
10-10300	Cash - St Treasurer Investment	271,742.22	.00	.00	271,742.22
10-11500	Accts Receivable - General	1,625.89	.00	.00	1,625.89
10-11520	Accts Receivable - Garbage	4,097.01	.00	.00	4,097.01
10-11530	Taxes Receivable	51.43	.00	.00	51.43
10-11950	Allowance For Doubtful Accts	62.34-	.00	.00	62.34-
10-12600	Due From Other Governments	28,443.00	.00	.00	28,443.00
10-13500	Due From Other Funds - OH	.00	.00	23.62-	23.62-

- Trial Balance – shows the balance of the account for the period specified.

Anycity Corporation		Trial Balance - by Account Number		Page: 6
		Period: 08/24 (08/31/2024)		Sep 04, 2024 5:30AM
Account Number	Title	Debit Amount	Credit Amount	
10-57-240	Office Supplies & Expense	.00		
10-57-250	Equipment - Supply/Maint	.00		
10-57-255	Fuel & Oil	.00		
10-57-270	Utilities	.00		
10-57-280	Telephone	1,000.00		
10-57-360	Contract Services	.00		
10-57-610	Miscellaneous Supplies	.00		
10-57-741	Capital Outlay - Equipment	.00		
10-57-742	Capital Outlay - Vehicles	.00		
10-57-743	Capital Outlay - Furniture	.00		
10-57-790	Depreciation	.00		
10-60-110	Salaries & Wages	.00		
10-60-130	Employee Benefits	.00		
10-60-230	Travel & Training	.00		
10-60-260	Equipment - Supply/Maint	200.00		
10-60-265	Fuel & Oil	.00		
10-60-260	Street Improvements	.00		
10-60-270	Utilities	.00		
10-60-280	Telephone	.00		
10-60-310	Engineering	.00		
10-60-420	Street Lights	.00		
10-60-430	Utility Repairs	.00		
10-60-460	Weed Control	.00		
10-60-470	Road Materials	.00		
10-60-480	Street Repairs	.00		
10-60-500	Cost Of Sales - Materials	.00		
10-60-715	Capital Outlay-Infrastructure	.00		
10-60-730	Capital Outlay - Improvements	.00		
10-60-741	Capital Outlay - Equipment	.00		
10-60-742	Capital Outlay - Vehicles	.00		
10-60-785	Capital Outlay - Easements	.00		
10-60-790	Depreciation	.00		
10-62-360	Contract Services-Sanitation	.00		
10-62-560	Bad Debt Expense	.00		
10-70-110	Salaries & Wages	.00		

- Financial Statements – Cash Allocations Report – used to ensure that all your cash has been allocated appropriately to your funds.

ANYCITY CORPORATION COMBINED CASH INVESTMENT APRIL 30, 2023		
<u>COMBINED CASH ACCOUNTS</u>		
01-10200	CASH - CHECKING 1ST STATE BANK	(155,480.25)
01-10210	CASH - SAVINGS 1ST STATE BANK	30,203.66
01-10300	CASH - ST TREASURER INVESTMENT	557,639.10
01-10400	PETTY CASH	50.00
01-10750	CASH CLEARING - UTILITIES	(111,510.65)
01-10770	CASH CLEARING - ACCOUNTS REC	10,631.71
	TOTAL COMBINED CASH	331,728.66
01-10100	CASH ALLOCATED TO OTHER FUNDS	(331,728.66)
	TOTAL UNALLOCATED CASH	.00
<u>CASH ALLOCATION RECONCILIATION</u>		
2	ALLOCATION TO PAYROLL PAYABLES FUND	53,427.79
10	ALLOCATION TO GENERAL FUND	78,111.00
51	ALLOCATION TO WATER FUND	9,949.84
52	ALLOCATION TO SEWER FUND	4,863.68
53	ALLOCATION TO ELECTRIC FUND	180,248.03
79	ALLOCATION TO CEMETERY FUND	5,128.32
	TOTAL ALLOCATIONS TO OTHER FUNDS	331,728.66
	ALLOCATION FROM COMBINED CASH FUND - 01-10100	(331,728.66)
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

- Financial Statements – Balance Sheet – used to ensure that your Assets balance to your Liability and Equity accounts.

ANYCITY CORPORATION BALANCE SHEET APRIL 30, 2023 GENERAL FUND		
<u>ASSETS</u>		
10-10100	CASH - COMBINED FUND	78,111.00
10-10300	CASH - ST TREASURER INVESTMENT	271,742.22
10-11500	ACCTS RECEIVABLE - GENERAL	1,926.69
10-11520	ACCTS RECEIVABLE - GARBAGE	4,097.01
10-11530	TAXES RECEIVABLE	51.43
10-11550	ALLOWANCE FOR DOUBTFUL ACCTS	(62.34)
10-12800	DUE FROM OTHER GOVERNMENTS	28,443.00
10-13500	DUE FROM OTHER FUNDS - OH	(23.82)
10-14500	INVENTORY	18,269.05
	TOTAL ASSETS	402,554.04
<u>LIABILITIES AND EQUITY</u>		
<u>LIABILITIES</u>		
10-21100	ACCOUNTS PAYABLE	11,982.70
10-23000	CUSTOMER DEPOSITS	(74.72)
10-23100	BAIL BONDS PAYABLE - COURT	(200.91)
	TOTAL LIABILITIES	11,707.07
<u>FUND EQUITY</u>		
10-26000	DEFERRED REVENUE	8,000.00
	FUND BALANCE:	
10-26500	FUND BAL-RESTRICTED FOR GRANT	308,415.69
10-26800	FUND BALANCE - UNASSIGNED	239,814.56
	REVENUE OVER EXPENDITURES - YTD	(105,383.28)
	BALANCE - CURRENT DATE	352,846.97
	TOTAL FUND EQUITY	390,846.97
	TOTAL LIABILITIES AND EQUITY	402,554.04

- Financial Statements – Revenue/Expense compared to Budget – used to monitor your Revenue and Expense accounts.

ANYCITY CORPORATION EXPENDITURES WITH COMPARISON TO BUDGET FOR THE 10 MONTHS ENDING APRIL 30, 2023					
GENERAL FUND					
	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TAX REVENUE					
10-31-100 PROPERTY TAXES	.00	112,026.51	126,000.00	13,973.49	88.9
10-31-200 PROPERTY TAXES DELINQUENT	.00	23,187.47	26,000.00	2,812.53	89.2
10-31-250 FEE IN LIEU OF TAXES	.00	6,005.74	15,750.00	9,054.26	42.5
10-31-300 SALES & USE TAX	.00	131,027.45	200,000.00	68,972.55	65.5
10-31-400 FRANCHISE TAX	.00	41,379.31	86,000.00	44,620.69	46.1
TOTAL TAX REVENUE	.00	314,316.48	463,750.00	139,433.52	69.3
LICENSES AND PERMITS					
10-32-100 BUSINESS LICENSE	.00	7,395.00	6,500.00	(895.00)	113.8
10-32-110 VEHICLE STICKERS	1,731.85	1,731.85	.00	(1,731.85)	.0
10-32-150 LIQUOR LICENSE	.00	2,700.00	4,000.00	1,300.00	67.5
10-32-200 BUILDING PERMITS	27,619.44	45,989.05	33,600.00	(12,389.05)	136.9
10-32-250 ANIMAL LICENSE	.00	424.00	2,100.00	1,676.00	20.2
10-32-270 CODE VIOLATIONS	.00	.00	.00	.00	.0
10-32-280 POLICE VIOLATIONS	.00	.00	.00	.00	.0
TOTAL LICENSES AND PERMITS	29,351.29	58,246.90	46,200.00	(12,046.90)	126.1
INTERGOVERNMENTAL REVENUE					
10-33-100 FEDERAL GRANTS	.00	16,500.00	31,500.00	15,000.00	52.4
10-33-400 STATE GRANT	.00	11,947.47	52,500.00	40,552.53	22.8
10-33-500 STATE ROAD FUND ALLOTMENT	.00	85,283.00	114,500.00	29,217.00	74.5
10-33-550 STATE LIQUOR FUND ALLOTMENT	.00	785.00	1,575.00	790.00	49.8
TOTAL INTERGOVERNMENTAL REVENUE	.00	114,515.47	200,075.00	85,659.53	57.2
CHARGES FOR SERVICES					
10-34-100 ZONING & SUBDIVISION FEES	.00	5,400.00	15,750.00	10,350.00	34.3
10-34-200 INSPECTION FEES	.00	2,250.00	5,250.00	3,000.00	42.9
10-34-400 AMBULANCE FEE	.00	617.50	.00	(617.50)	.0
10-34-600 GARBAGE COLLECTION	.00	61,086.23	100,000.00	38,913.77	61.1
10-34-650 LAWN CUTTING & SNOW REMOVAL	.00	.00	.00	.00	.0
10-34-700 PARK & RECREATION FEES	250.00	1,759.99	3,675.00	1,915.04	47.9
TOTAL CHARGES FOR SERVICES	250.00	71,115.69	124,675.00	53,669.31	57.0
FINES & PENALTIES					
10-35-100 PENALTIES/FINES - COURT	.00	1,481.30	10,000.00	8,518.70	14.8
10-35-200 PENALTIES/FINES - OTHER	.00	562.50	1,050.00	487.50	53.6
TOTAL FINES & PENALTIES	.00	2,043.80	11,050.00	9,006.20	18.5

- Detail Ledger – used for a detailed printout of all transactions in an account or range of accounts.

Anycity Corporation		Detail Ledger			Page: 1	
		Period 14/23 (06/30/2023) - 08/24 (08/31/2024)			Sep 04, 2024 5:22AM	
Date	Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
02-21100 Accounts Payable						
			06/30/2023 (13/23) Balance	.00 *	.00 *	.00
03/20/2024	CDA	13633	DAT Management, Inc.	5.00		
			03/31/2024 (03/24) Period Totals and Balance	5.00 *	.00 *	5.00
			08/31/2024 (08/24) Period Totals and Balance	.00 *	.00 *	.00
Number of transactions: 1 Number of accounts: 1				Debit	Credit	Proof
Total PAYROLL PAYABLES FUND:				5.00	.00	5.00
Number of transactions: 1 Number of accounts: 1				Debit	Credit	Proof
Grand Totals:				5.00	.00	5.00