



Completing Final Accounting in NC ALLIES

General Information

1. The Final Accounting Form must account for all expenditures and revenues for the program described in the program agreement. The budget information on your Final Accounting reflects your last approved budget.
2. To complete final accounting in NC ALLIES, all budget revisions in NC ALLIES must have been approved by DJJ. If you have a revision for 2013-14 in any other status, you must contact your Area Consultant immediately.
3. In NC ALLIES, Final Accounting is in a data entry format, with features similar to the program agreement. Specifically,
 - a.  - indicates informational buttons. Users can click on the information buttons to learn more information about what should be entered in a particular field.
 - b. **Entry Errors and/or omissions** that will prevent successful submission will show up boxed in **red** with an explanation of the problem at the top of the page.
4. Agencies will complete and submit the form in NC ALLIES, then print the form & secure **local signatures** and forward the form with original signatures and required attachments (your detailed general ledger, Supplemental Information Form, and Equipment Inventory Form) to Area Office **by the deadline: August 30, 2014**. *Submit by the established due date to avoid a delay in future disbursements.*

Basic Steps and Important Reminders

1. Approximately one month following the close of the fiscal year, a Final Accounting tab appears in the Component Information page of NC ALLIES. This function is available now.
2. To begin, click on the **Final Accounting** link on the Program Application Information screen.
3. A prompt will appear to remind you that once you begin the Final Accounting process, you can no longer create a budget revision. Click **OK** to proceed to Final Accounting.
4. The Final Accounting Information screen will appear with tabs for you to complete, submit, and print the following:
 - a. Expenditures
 - b. Non-Local/Supplemental Funding
 - c. Equipment Inventory
5. Begin the final accounting process by entering the Actual Cash and In Kind amounts on the Expenditures tab. To view more details about a particular line item, click the  and a pop up window will display.
 - a. Enter **Actual Cash Expenditures**
 - i. You must enter your agency's account codes for each line item in which you had expenditures. **Tip:** This is the line item identifier that shows up on your agency's general ledger or check register report for your JCPC funded program. The identifier may be alphabetical or numeric or a combination of both letters and numbers. You may enter more than one identifier. If you do so, for clarity, please separate them by commas.
 - ii. Enter actual expenditures by line item including cents (i.e., \$1299.43). Do this by clicking on the **Enter Actual** link beside each line item.
 - iii. The system will calculate the total expenditures for each cost center/expense category.
 - iv. You must enter 0 for each budgeted line item where you had no expenditures.
 - v. If you had an expense in an unbudgeted line item, you may report the expense in the final accounting. To report an expense in an unbudgeted line item, click the **Add Item** link at the top right of the form.

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- b. Enter **Actual In-Kind** contributions received, if applicable. Enter the following details:
 - i. A brief description of the contribution (i.e., Director's salary, rent, computer)
 - ii. Unit description (i.e., hours, month, item)
 - iii. Number of units
 - iv. Value of each unit (in whole dollars)
 - v. Source of the value (i.e., agency pay scale, county property manager, Best Buy website)
6. **Non-Local/Supplemental Funding** - Enter all funds received this year from Federal, State and Medicaid/Third Party sources.
7. **Equipment Inventory** – Complete your equipment inventory by entering any equipment acquired in 2013-14. Note: If you have equipment that you purchased with a majority of JCPC funds and the equipment is still in use, and it is not on your equipment inventory, you must add it at this time. If any item listed was transferred or disposed of during 2013-14, follow the form to enter details about disposal/transfer. If no equipment valued at more than \$350.00 was purchased with JCPC funds, you may check the box on the Summary/Submit tab. This will allow you to submit your Final Accounting without completing the Equipment Inventory tab.
8. After these three screens are completed, you can either go to the **Print/Preview** tab or the **Summary/Submit** tab.
9. If you are ready to submit your forms, continue to the **Summary/Submit** tab. If you would like to review the forms in draft form continue to the **Print/Preview** tab.
 - a. Preview each of three forms: Final Accounting, Supplemental Information and Equipment Inventory.
 - b. Forms will be “draft” until submitted in NC ALLIES.
 - c. If the information is correct continue to the **Summary/Submit** tab
10. From the **Summary/Submit** tab click the **Submit** button
11. Area Consultants and Processing Assistants will be able to return Final Accounting in NC ALLIES as necessary for corrections. If change is necessary, you will receive an email with details.
12. Print forms from NC ALLIES **and** attach your general ledger (or check register) showing each expenditure by date, vendor, amount and check number.
13. Obtain local signatures. **Reminder:** The Final Accounting Form is not complete and final until the signed original is received in your Area Office.
14. Do not alter the form after submitting in NC ALLIES. If changes are necessary, contact Area Office so we can release the form back to you in NC ALLIES for changes to be made online. **Reminder:** We will not accept forms with DRAFT, whiteout or strikethroughs. Forms will be returned to you to complete again if you make alterations.
15. Mail or deliver signed original unaltered form, along with the Supplemental Information Form, the Equipment Inventory Form, and **your general ledger** or check register, to the Area Office by **August 30, 2014**.