

## Payroll and Annual Leave Transactions

Assume this is an annual appropriation. The funding for the annual leave will not be available until the employees take their earned annual leave in some future date.

**Year 1**

Description	xx-01-xxxx (Unexpired Annual Appropriation)	
1. Appropriation is received in an annual fund.	<u>Budgetary</u> 4119 Appropriation realized 300 4450 Unapportionment 300 4450 Unapportionment 300 4510 Apportionment 300 4510 Apportionment 300 4610 Allotment 300  <u>Proprietary</u> 1010 FBWT 300 3101 Unexpended appropriation – App Received 300	A104  A116  A120
2A. To record a payroll	<u>Budgetary</u> 4610 Allotment 100 4902 Delivered Orders – Oblig, pd 100  <u>Proprietary</u> 6100 Operating Expense 100 1010 FBWT 100  3107 Unexpended App – Used 100 5700 Appropriation Used 100	B102  B134
2B. To record annual leave (Note: assume annual leave is unfunded until the employee takes the leave in the future date)	<u>Budgetary</u> None  <u>Proprietary</u> 6800 Unfunded Expenses 20 2220 Unfunded Leave 20	B324
3A. Assume the year end fell on the 8 <sup>th</sup> day of the next pay period. Accrued payroll of \$70 was estimated.	<u>Budgetary</u> 4610 Allotment 70 4901 Delivered Orders – Oblig, unpd 70  <u>Proprietary</u> 6100 Operating Expense 70 2210 Accrued Funded Payroll and Leave 70  3107 Unexpended App – Used 70 5700 Appropriation Used 70	D402  B134

3B. At the end of the year \$16 of annual leave was recorded	<u>Budgetary</u> None  <u>Proprietary</u> 6800    Unfunded Expenses                    16 2220    Unfunded Leave                            16	B324
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Year 1

<b>Pre-closing Trial Balance</b>				<b>Net Cost</b>			
<b><u>Budgetary</u></b>				4. Gross Costs with Public			
4119	Appropriation realized	300		6100	Operating Expense		170
4610	Allotment Realized		130	6800	Unfunded Expenses		<u>36</u>
4901	Delivered Orders – Obligations, unpd		70	6. Net Cost with Public			206
4902	Delivered Orders – Obligations, pd		<u>100</u>				
		300	300				
<b><u>Proprietary</u></b>							
1010	FBWT	200					
2210	Accrued funded Payroll		70				
2220	Unfunded Leave		36				
3101	Unexpended appropriation – App Received		300				
3107	Unexpended App – Used	170					
5700	Appropriation Used		170				
6100	Operating Expense	170					
6800	Unfunded Expenses	<u>36</u>					
		576	576				
<b>Closing Entries</b>				<b>Post – Closing Trial Balance</b>			
<b><u>Budgetary</u></b>				<b><u>Budgetary</u></b>			
4201	Total actual resources collected	300		4201	Total actual resources coll	200	
	4119 Appropriation realized		300	4650	Allotment – Expired authority		130
4902	Delivered Orders – Obligations, pd	100		4901	Delivered Orders – Obligations, unpd		70
	4201 Total actual resources collected		100				
4610	Allotment realized	200					
	4650 Allotment – Expired authority		200				
<b><u>Proprietary</u></b>				<b><u>Proprietary</u></b>			
5700	Appropriation Used	170		1010	FBWT	200	
	3310 Cumulative results		170	2210	Accrued funded Payroll		70
				2220	Unfunded Leave		36
3310	Cumulative results	206		3100	Unexpended appropriation – Cum		130
	6100 Operating Expense		170	3310	Cumulative Results	36	
	6800 Unfunded Expenses		36				
3101	Unexpended appropriation – App Received		300				
	3107 Unexpended App – Used		170				
	3100 Unexpended Appr – Cum		130				

YEAR 1

<b>133 Reports on budget Execution and Budgetary Resources</b>		
<b>BUDGETARY RESOURCES</b>		
1. Budget authority		
A. Appropriation (4119)		300
2. Unobligated balance		
A. Brought Forward (41XX, 4201,4908B)		-0-
3. Offsetting Collections		
A. Collected		-0-
7. Total Budgetary Resources		300
<b>STATUS OF BUDGETARY RESOURCES</b>		
8. Obligations incurred:		
A. Exempt from Apportionment (4902E, 4901E-B)		170
C. Subtotal		
9. Balances Currently Available (4610)		<u>130</u>
11. Total Status of budgetary resources		300
<b>RELATIONSHIP OF OBLIGATIONS TO OUTLAYS</b>		
14. Obligated Balance, Net, End of Period		
D. Accounts Payable		70
15. Outlays		
A. Disbursements (+) (4902E,)		100
C. . Subtotal (calc 15A..15B)		100
17. Net Outlays		100

YEAR 1

**STATEMENT OF FINANCING**

1. Obligations incurred (4902E, 4901E-B)	170
3. Obligations Net of Offsetting Collections and Recoveries	170
<b>11. Total Resources Used to Finance Activities</b>	<b>170</b>
<b>18. Total Resources Used to Finance the Net Cost of Operations</b>	<b>0</b>
19. increase in annual leave liability	36
30. Net Cost of operations	<u>206</u>

YEAR 1

**Balance Sheet**

Assets

1010 FBWT 200

Liabilities

2210 Accrued funded Payroll 70  
 2220 Unfunded Leave 36

Equity

Unexpended appropriation 130  
 Cumulative results 36

**YEAR 2**

	XX-01-XXXX (Expired Appropriation)		XX-02-XXXX (Unexpired Appropriation)	
1. To reverse the accrued annual leave in the expired account and to reestablish annual leave in the new appropriation account.	<u>Budgetary</u> None  <u>Proprietary</u> 2220 Unfunded Leave 36 6800 Unfunded Expenses 36		<u>Budgetary</u> None  <u>Proprietary</u> 6800 Unfunded Expenses 36 2220 Unfunded Leave 36	B324R B324
2. Appropriation is received in an annual fund.	<u>Budgetary</u> None  <u>Proprietary</u> None		<u>Budgetary</u> 4119 Appropriation realized 200 4450 unapportionment 200 4450 unapportionment 200 4510 Apportionment 200 4510 Apportionment 200 4610 Allotment 200  <u>Proprietary</u> 1010 FBWT 200 3101 Unexp App – App Received 200	A104 A116 A120 A104
3A. To record payroll payment of \$100. Funding for the payroll in the new year comes from both expired and unexpired account. (Assume payroll is \$10/per day) <ul style="list-style-type: none"> <li>• \$80 from the expired app (8 days)</li> <li>• \$20 from current app (2 days)</li> </ul> <p>It was discovered that the actual payroll amount was \$10 more than the estimated amount recorded in the prior year. Upward adjustment was made to correctly reflect the payroll amount.</p>	<u>Budgetary</u> 4650 Allotment – Expired Authority 10 4981 <sup>1</sup> Upward Adj of PY 10  4901 Delivered Orders – Oblig,unpd 80 4902 Delivered Orders – Oblig,pd 80  <u>Proprietary</u> 2210 Accrue Funded Payroll and Leave 70 6100 Operating expense 10 1010 FBWT 80 3107 Unexpended App – Used 10 5700 Appropriation Used 10	D402R B102  D114 B302 B110	<u>Budgetary</u> 4610 Allotment 20 4902 Delivered Orders – Oblig, pd 20  <u>Proprietary</u> 6100 Operating Expense 20 1010 FBWT 20  3107 Unexpended App – Used 20 5700 Appropriation Used 20	B102 B134

<sup>1</sup> A11, section 130.6



XX-01-XXXX (Expired Appropriation)				XX-02-XXXX (Unexpired Appropriation)				
<b>Pre-closing trial balance</b>				<b>Pre-closing trial balance</b>				
<u>Budgetary</u>				<u>Budgetary</u>				
4201	Total actual resources received	200		4119	Appropriation realized	200		
4650	Allotment – Expired Authority		120	4610	Allotment Realized		80	
4981	Upward adjustment of PY Deliverd		10	4902	Delivered Orders – Obligations, pd		120	
4901	Delivered Ord – Oblig, unpd	10				200	200	
4902	Delivered Orders – Obligations, unpd		80					
		210	210					
<u>Proprietary</u>				<u>Proprietary</u>				
1010	FBWT	120		1010	FBWT	80		
3100	Unexpended App – Cum		130	2220	Unfunded Leave		50	
3107	Unexpended App – Used	10		3101	Unexpended appropriation – App Received		200	
3310	Cumulative Results	36		3107	Unexpended App – Used	120		
5700	Appropriation Used		10	5700	Appropriation Used		120	
6100	Operating Expense	10		6100	Operating Expense	120		
6800	Unfunded Expense		36	6800	Unfunded Expenses	50	0	
		176	176			370	370	
<b>Net Cost</b>				<b>Balance Sheet</b>				
		xx01xxxx	xx02xxxx	Cons		Xx01xxxx	xx02xxxx	Cons
4.	Gross Costs with Public				Assets			
	6100 operating Expense	10	120	130	FBWT	120	80	200
	6800 Unfunded Expenses	(36)	50	14	Liabilities			
6.	Net Cost with Public	(26)	170	144	Unfunded Leave		50	50
<b>Closing Entries</b>				<b>Closing Entries</b>				
<u>Budgetary</u>				<u>Budgetary</u>				
4902	Delivered Orders – Obligations, pd	80		4201	Total actual resources collected	200		
	4201 Total actual resources collected		80		4119 Appropriation realized		200	
4881	Upward Adj of PY		10	4902	Delivered Orders – Obligations, pd	130		
	4801 Undelivered Orders – Oblig, Unpd		10		4201 Total actual resources collected		130	
				4610	Allotment realized	80		
					4650 Allotment – Expired authority		80	

<u>Proprietary</u>				<u>Proprietary</u>			
5700	Appropriation Used	10		5700	Appropriation Used	120	
6800	Unfunded expense	36		3310	Cumulative results		120
	3310 Cumulative results		46				
3310	Cumulative results	10		3310	Cumulative results	170	
	6100 Operating Expense		10	6100	Operating Expense		120
				6800	Unfunded Expenses		50
3100	Unexpended Appr – Cum		10				
	3107 Unexpended App – Used			3101	Unexpended appropriation – App Received	200	
				3107	Unexpended App – Used		120
				3100	Unexpended Appr – Cum		80

YEAR 2

<b>133 Reports on budget Execution and Budgetary Resources</b>			
<b>BUDGETARY RESOURCES</b>	<b>xx01xxxx</b>	<b>xx02xxxx</b>	<b>Combined</b>
1. Budget authority			
A. Appropriation (4119)	0	200	200
2. Unobligated balance			
A. Brought Forward (4201,4901B)	130		130
<b>7. Total Budgetary Resources</b>	<b>130</b>	<b>200</b>	<b>330</b>
<b>STATUS OF BUDGETARY RESOURCES</b>			
8. Obligations incurred:			
A. Exempt from Apportionment (4902E, 4901E-B, 4981E)	10	120	130
C. Subtotal			
9. Balances Currently Available (4610)	0	80	80
10. Unobligated bal not currently available	<u>120</u>		<u>120</u>
<b>11. Total Status of budgetary resources</b>	<b>130</b>	<b>200</b>	<b>330</b>
<b>RELATIONSHIP OF OBLIGATIONS TO OUTLAYS</b>			
15. Outlays			
A. Disbursements (+) (4902E,)	<u>80</u>	<u>120</u>	<u>200</u>
<b>17. Net Outlays</b>	<b>80</b>	<b>120</b>	<b>200</b>

YEAR 2

**STATEMENT OF FINANCING**

	<b>Xx01xxxx</b>	<b>xx02xxxx</b>	<b>Consolidated</b>
2. Obligations incurred (4902E, 4901E-B, 4981E)	<u>10</u>	<u>120</u>	<u>130</u>
<b>11. Total Resources Used to Finance Activities</b>	<b>10</b>	<b>120</b>	<b>130</b>
13. Resources that fund PY exp	36		36
17. Total resources Used	<u>36</u>		<u>36</u>
<b>18. Total Resources Used to Finance the Net Cost of Operations (11-18)</b>	<b>(26)</b>		<b>94</b>
19. increase in annual leave liability		<u>50</u>	<u>50</u>
30. Net Cost of operations	<u>(26)</u>	<u>170</u>	<u>144</u>