

**March 31 Accruals**  
**Guidelines from MASBO Finance Committee**

**Revenue Accounts**

1. **Provincial Government Grants** - NO adjustments required for bi-monthly payments from Schools Finance Branch. Accrue monies receivable if material for Vocational Equipment and Environmental Assistance Program grants.
2. **Special Levy** - Accrue 1/2 of spring portion of Division's Special Requirement.
3. **Transfer Fees** - Recognize 7/10 of the annual transfer fee income to March 31st. Remainder should be set up as Deferred Revenue.
4. **Residual Fee Income** - Recognize 7/10 of the years expected fee income if not billed as at March 31st. Any monies received for the period April to June should be deferred revenue.
5. **Non-Resident Fees** (VISA, Foreign Students, etc.) - Recognize 7/10 of the year's expected fee income. Difference should be set up as an Account Receivable or Deferred Revenue.
6. **Payroll Tax Revenue** (General Support Grant) - Recognize appropriate amount to March 31st.
7. **Interest and Other Revenues** (Secondments, Misc. Billings) - If material, accrue these revenues to March 31st.

**Expense Accounts**

1. **Teacher's Salaries** - Ensure that 7/10's of the annual forecasted Teacher salaries are reported as an expense as at March 31st. Set up appropriate Account Payable.
2. **Other Salaries** - Accrue where necessary all other salary costs to March 31st including shared service (i.e. March earnings not paid until April).
3. **Employee Benefits** - Accrue appropriate amount of employer benefit costs for ALL salaries.
4. **Payroll Tax** - Accrue this expense to match the salary accrual.
5. **Worker's Compensation** - Accrue appropriate amount to March 31st.

6. **Vacation Payable** - Set up appropriate balance as at March 31st. If balance at year-end hasn't increased materially over the past few years, take 9/12 of the Y/E balance and set up at March 31st.
7. **Insurance** - Show 9/12 of annual cost of HED/MAST plan with difference set up as a prepaid expense. Adjust other insurance accounts for vehicles, etc. as appropriate as an Account Payable or prepaid.
8. **MAST Fees** - Report 9/12 of annual fees as at March 31st. Remainder to be Prepaid Expense.
9. **Trade Payables** for All Schools/Departments including Utilities - If payables are normally paid 30 days after month-end, accrue April's payments as a March account payable. Keeping the Accounts Payable file open in April until nearly all March invoices are paid would also be acceptable.
10. **Property Taxes/Local Improvements** - Accrue 1/4 of 2006's estimated property tax bill to March 31st.
11. **Loan Interest Expense/Legal/Annual Audit Fees**, etc. - Accrue expenses to March 31<sup>st</sup> set up as an A/P.