

**FLEET MANAGEMENT
POLICY / PROCEDURE**

SUBJECT: FISCAL YEAR END

APPROVED: Marilyn L. Rawlings
MARILYN L. RAWLINGS, FLEET MANAGER

DISTRIBUTION:

Fleet Management

PURPOSE:

To establish guidelines to complete year end close out and have a smooth transition from one year to the next year.

PROCEDURE:

ONE DAY BEFORE INVENTORY

SHOP:

- 1) **The mechanics need to put their name at the top of each work order that is not completed. A new work order will be printed to attach to the old work order for the next fiscal year.**

FRONT OFFICE:

- 1) **Close all the work orders by the end of the working day.**
- 2) **Infield work orders need all parts posted and closed by the end of the work day.**
- 3) **Process all outstanding vendor invoices, parts, etc. to charge the departments.**
 - a) **Ensure all towing and tire invoices are received and posted to work orders.**
 - b) **Contact vendors if you are waiting for any outstanding repair/service invoices that need to be posted to work orders.**
 - c) **Bill out no shows and loaner charges**
 - d) **Authorize any outstanding invoices from On-Base; be sure to post the charge to a work order**
- 4) **Inform the Fiscal Officer if there are any outstanding invoices debit/credits to pay. This list will be used to open in lieu of purchase orders for next year.**
- 5) **New equipment needs to be added in the Faster System.**

PARTS:

- 1) Authorize payment and post any outstanding invoices in On-Base.

FUEL:

- 1) Request from fuel vendors any outstanding invoices.
- 2) Bill out all new and replaced fuel keys, fuel credit card charges, deliveries, fuel that was manually authorized at Fleet.
- 3) After everything is billed out, the fuel needs to be reconciled.
- 4) Will need to Contact the School Board to give the unleaded and diesel gallon total for the month of September. Inform them this is our year end and we need the September fuel billing by October 1.

INVENTORY DAY:

The Shop will be closed all day on September 30 or other designated day due to inventory, with the exception of emergencies. All Fleet employees will be counting parts inventory unless authorized by the Fleet Manager. Only emergency repairs will be completed during this time.

OPERATIONS MANAGER:

- 1) Make sure all work orders are closed. Only two work orders should remain open both are in ZZZ, for inventory and shop cleaning.
- 2) Reset the beginning fiscal year (BFY) meter in the end of period applet. This sets the BFY meter readings for the next fiscal year. To be completed after month end and inventory is completed.
- 3) End of year close out will need to be completed after inventory is completed.

FUEL:

- 1) Make sure everything has been charged out before you start to reconcile the fuel for the fiscal year.
- 2) The fuel needs to be reconciled by 10 am the day of inventory.
- 3) If fuel invoices are missing, contact the vendor for faxed copies. All the fuel charges for the month of September or prior need to be turned in on (inventory day) and entered into FASTER System.
- 4) Update the monthly mileage report and give to the Fiscal Officer.
- 5) Complete the monthly delivery reports.
- 6) Run both RNI and Faster Reports to match the School Board unleaded and diesel gallon total.

FISCAL OFFICER:

- 1) Both Finance and Purchasing will provide a time schedule to follow for year end.
- 2) All car wash tokens, RNI charges and administrative charges need to be billed out.

- 3) Clear out all invoices in On-Base and make sure all invoices have been billed to work orders.
- 4) Make sure all work orders and inventory are closed before doing September billing.
- 5) End of month needs to be closed out.
- 6) The Fleet billing for the month of September needs to be completed by Journal Entry in the One World System.
- 7) Contact the Finance accountant with the batch number of the Journal Entry to complete the batch.
- 8) Send out invoices for Good Wheels and the departments that pay by check.
- 9) Start compiling the accounts payable and receivable reports for Finance.
- 10) Add account strings in Faster for next fiscal year

SHOP:

- 1) All mechanics report to the parts room for direction from the Parts Manager.
- 2) After the Parts Manager is finished with the mechanics, they are to clean their working area, throw away any junk lying around the shop, clean all shop equipment and put it back in its place.
- 3) Once the shop is cleaned up, the Shop Superintendent will authorize the mechanics to get a handwritten work order to start working on equipment repairs. The parts room will remain closed.
- 4) The only repairs that will receive any parts will be for emergencies only.

DAY AFTER INVENTORY:

FRONT OFFICE:

- 1) The Service Writer will create duplicate work orders from the prior year's unfinished work orders and return them to the Supervisors to hand out. The work order will have the original and (new) duplicate attached. (See SOP "Creating a work order the day after inventory")
- 2) Do not back date hand written tickets for 09/30/XX. The date must be in the same fiscal year and dated 10/01/XX.
- 3) The Service Writer will add the mechanics time for all the handwritten work orders to the newly created work order.

PARTS:

- 1) The Fleet inventory report needs to be delivered to Finance the day after the inventory has been completed or no later than the date provided by Finance.

Revision Date: June 2010