

**FLEET MANAGEMENT  
POLICY / PROCEDURE**

**SUBJECT: FISCAL YEAR END**

**APPROVED:**   
**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) For each work order that is not completed at 2:00 PM, the technician logged onto, or in possession of, the technician needs to write their name at the top of the work order and turn it into the Service Writer to be closed. After inventory is finished a new work order will be opened for the next fiscal year to complete repairs.
- 2) Shop Superintendent will ensure all new equipment received during current fiscal year has a completed Faster input form so equipment can be added in the Faster System.

**FRONT OFFICE:**

- 1) Service Writer will close all the work orders by the end of the working day.
- 2) Service Writer will process all outstanding vendor invoices, parts, etc. to charge the departments.
  - a) Service Writer will ensure all towing and tire etc. invoices are received and posted to work orders.
  - b) Service Writer will contact vendors for any outstanding repair/service invoices that need to be posted to work orders.
  - c) Service Writer will bill out no shows and loaner charges.
  - d) The Service Writer will authorize any outstanding invoices and post the charges to a work order.

**SHOP SUPERINTENDENT:**

- 1) The Shop Superintendent will ensure all equipment with a completed Faster input form has been added in the Faster System.

**PARTS:**

- 1) Parts Manager will authorize payments and post any outstanding invoices in On-Base.
- 2) Parts Manager will review infield work orders, have all parts posted and work orders closed by the end of the work day.

**FUEL PERSON:**

- 1) Request any outstanding fuel invoices.
- 2) Bill out all new and replaced fuel keys, fuel credit card charges, fuel deliveries, fuel that was manually authorized at Fleet.

**INVENTORY DAY:**

The Shop will be closed all day on September 30th 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. The Shop Superintendent or Fleet Manager will determine if the repair is an emergency.

**SHOP SUPERINTENDENT:**

- 1) Will make sure all work orders are closed. The only work orders that should remain open are in ZZZ, for inventory and shop cleaning.

**FUEL PERSON:**

- 1) Make sure everything has been charged out before you start to reconcile the fuel for the fiscal year.
- 2) 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.
- 3) Update the monthly mileage report and give to the Fiscal Officer.
- 4) Complete the monthly delivery reports.
- 5) Run both RNI and Faster Reports to match the School Board unleaded and diesel gallon total. 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.

**FISCAL OFFICER:**

- 1) Finance and Purchasing distribute a time schedule for departments to follow with closing year end dates and times. Review the schedule for the last day to make any changes on purchase orders, account string changes, adding or removed lines and increases.

Review purchase orders and make any changes necessary before the closing date.

- 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) Count wash tokens and give the total to the Parts Manager. Any wash token found in surplus equipment should be added in the total.
- 5) Bill Solid Waste for the last quarter for fuel tax return.
- 6) Review items such as equipment, tools, etc. that have been ordered and not been received. Start compiling a list for accounts payable, receivable and in-lieu of purchase orders.
- 7) Contact vendors for any outstanding invoices.
- 8) 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 releases the mechanics, they are to clean their work 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 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 parts to be issued will be for emergency repairs.

**DAY AFTER INVENTORY:**

**FRONT OFFICE:**

- 1) The Service Writer will create work orders from the prior year's unfinished work orders and return them to the Supervisors to hand out. (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.
- 4) Service Writer and Fuel Person will inform the Fiscal Officer if there are any outstanding invoices debit/credits to pay.

**SHOP SUPERINTENDENT:**

- 1) Will 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.
- 2) The end of year close out will need to be completed after the September billing is completed and cannot be done before October.

**FISCAL OFFICER:**

- 1) **Make sure all work orders are closed and inventory is completed before doing the September billing.**
- 2) **The Fleet billing for the month of September needs to be completed by Journal Entry in the One World System.**
- 3) **Contact the Finance accountant with the batch number of the Journal Entry to complete the batch.**
- 4) **Send out invoices for Good Wheels, Fire Departments and Constitutional Offices, etc. that pay by check.**
- 5) **Start printing open purchase orders and entering them in the FASTER System.**
- 6) **Give updated purchase order numbers to the Parts Manager, Operations Manager and Shop Superintendent.**

**PARTS:**

- 1) **The Fleet inventory report needs to be delivered to (Karen Vivian) in Finance the day after the inventory has been completed or no later than the date provided by Finance.**
- 2) **Parts Manager will inform the Fiscal Officer if there are any outstanding invoices debit/credits to pay.**

**Revision Date: September 2011**

**Reviewed Date: May 2012**

**Revision Date: January 2013**