

Department of Family and Children Services Administration Policies and Procedures Manual	Section: Accounting Part: 2013 Page: 1 of 3 Date: August 2006
Title: Month-End Closing Checklist	

## 2013. Month-End Closing Checklist

### A. Payroll

1. Ensure that all Fringe Reports' retirement salaries, retirement contributions, health insurance contributions, and FICA have properly posted to all General Ledger accounts.
2. If needed, setup all Accounts Receivables or cut checks for Cash Match or County funded expenditures that will be reimbursed to the Lead Payroll County

### B. Check Registers and Cash Receipts Journals

1. Verify consecutive order, no missing check numbers or receipt numbers
2. Review account numbers
3. Ensure that the total check register totals the checks actually cut and the total cash receipts journals total the receipts/deposits entered

### C. Current Balance Report

1. Check for Negative Balances
2. Ensure that Children's funds were properly used
3. Interest has been posted
4. Current Balance total equals the Trial Balances' Account #'s 117.102 and 117.106

### D. Subsidiary Ledger Report (Sub Ledger)

1. Verify the Sub Ledger balances to Current Balance Report
2. Verify the Sub Ledger balances to Trial Balances' Account #'s 117.102 and 117.106
3. Verify the Sub Ledger program totals balance the Trial Balances' Account #'s 284.251 – 284.275

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- E. Costar Report
1. Review the report for valid Service Months, valid UAS program numbers and entitlement codes combinations, and number of Service Days
  2. Verify that Client Fees have not been posted to programs that do not allow for Client Fees
  3. Compare the Costar Report (301S) to the Trial Balance and resolve any discrepancies/differences before the books are closed or make note as to why
  4. Compare the Costar Report (301S) to the Child Welfare Reconciliation Report and resolve any discrepancies/differences before the books are closed or make note as to why
- F. Child Welfare Reconciliation Report (Recon Report)
1. Verify Client Fees on Costar Report (301C) equal the “dc” code totals on the Recon Report
  2. Compare the Recon Report to the Trial Balance and resolve any discrepancies/differences before the books are closed or make notes as to why
- G. Trial Balance
1. Review accounts for accurate postings
  2. Verify all payroll withholding accounts and fringe clearing accounts have a “0” balance
  3. Review the Fiscal Year-end accounts for Accounts Receivable and Accounts Payable to ensure that everything has been cleared
  4. Research and resolve any balances in Account # 999.000
  5. Ensure that the Trial Balance is in balance
- H. Balance Sheet
1. Total Assets equals Total Liabilities and Fund Balance
  2. Review Cash In Bank Account to ensure adequate cash flow
- I. UAS to SMILE
1. Update SMILE Chart of Account Budget Balances to match what is in UAS

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- J. Revenue and Expenditures Report (R&E)
  - 1. Verify that the Total Revenues Budgeted equals the Total Expenditures Budgeted
  - 2. Compare the Excess Reimb over Exp Y-T-D amount equals the Unearned Revenue – Current amount on the Balance Sheet. This is the money due back to the county from the state and/or local entities.
  
- K. Monthly Income and Expenditures report (MIER)
  - 1. Verify that each amount that has been posted to the Trial Balance or Revenue and Expenditures report are posted to their correct MIER (Every Revenue and Expenditure Account should post to a MIER)
  
- L. Department Statements (Dept Stmt)
  - 1. Review each dept stmt to ensure that the Revenue over Expense amount is the same amount as on the Current Month's Total Expenditures line.
  - 2. Verify that each amount that has been posted to the Trial Balance or Revenue and Expenditures report are posted to their correct Dept Stmt (Every Revenue and Expenditure Account should post to a MIER)
  
- M. Prepare General Journal Entries for Cash Match and County related expenditures according to your county's policy
  - 1. Cash Advance
  - 2. Reimbursement
  
- N. Print all Child Welfare Reports and close your Subsidiary Ledger (one time only)
  
- O. Print your Month-end with Financials
  
- P. Transmit your MIER file as soon as your books are closed and follow-up the next day to ensure that the file was accepted. Clean up any Suspended or Delinquent MIERs ASAP.
  
- Q. Prepare Month-end reports and other spreadsheets that are to be sent to the counties to meet their needs/requests.