

Department of Family and Children Services Administration Policies and Procedures Manual	Section: Accounting Part: 2002 Page: 1 of 2 Date: September 2006
Title: Accounting Schedule	

2002. Accounting Schedule

A. YEARLY

1. JANUARY
 - Prepare W-2s for employees
Note: W-2s and W-3s are to be reconciled to the Quarterly Tax Form (941) before issuing to employees
 - New W-4s from EIC employees
 - Prepare 1099s for vendors
 - Enter Personal Leave (after keying December's leave)
 - Employee Beneficiary Forms Updated

2. FEBRUARY
 - Mail W-3s and 1096s to Feds and State

3. MARCH
 -

4. APRIL
 - Start checking cash accounts for cash flow problems until year-end
 - Review Department Statements to ensure all revenue postings are correct and that all expenditures have been reimbursed
 - Bid process for budget/Renew yearly MOUs

5. MAY
 - Send notices to vendors (mainly child care) giving year-end deadlines for invoices
 - State Budget due

6. JUNE
 - Final Budget Revision due
 - Move current year's DUE FROM/DUE TO accounts to PRIOR YEAR accounts to prepare for year-end closing
 - Read all instructions from SMI and Field Fiscal Services office for June's month-end closing and year-end closing BEFORE closing
 - Close books for year-end by due date

7. JULY
 - Prepare and mail reports to Office of Audits
 - a. Audit Worksheets

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- b. Leave Balances through June
- c. Summary of Capital Leases
- d. Summary of Operating Leases
- e. Summary of All Bank Accounts
- Contact SMI about printing Trial Balance History for FY

8. AUGUST - Bring inventory up to date

9. SEPTEMBER - Order calendars
- Due to Federal Fiscal Year-end, ensure that all federal program expenditures have been posted to the books before closing

10. OCTOBER - Order tax forms (1096s, W-3s, W-4s, etc)

11. DECEMBER - Prepare notices for employees regarding PERSONAL LEAVE
NOTE: Post November's leave first. All personal leave not used by Dec. 31 is lost

B. QUARTERLY

1. Quarters end March 31st, June 30th, September 30th, December 31st and effective FY2006 the books are to be closed by the last day of the month
2. Family Connection Reports
3. Budget Revisions (if not prepared monthly)
4. Tax Reports – Form 941s – due 30 days after end of quarter
5. Run YTD vendor list to verify W-9s have been received on all vendors receiving more than \$600.00
6. State of Georgia Taxes

C. Daily

1. Bank Deposits