

Department of Family and Children Services Administration Policies and Procedures Manual	Section: Accounting Part: 2004 Page: 1 of 2 Date: August 2006
Title: General Ledger Trial Balance	

2004. General Ledger Trial Balance

- A. After all postings have been made for the month to the General Ledger Trial balance, the ledger accounts will contain month-end balances. If postings have been properly made, the total of debit balances will equal the total of credit balances in the general ledger accounts.
- B. Check Points for General Ledger Balances should be made each month to insure the accuracy of the General Ledger Account balances.
1. All General Ledger cash account(s) balances must be reconciled to the bank statements for the prior month.
 2. General Ledger savings accounts balances must equal savings bank statement balances.
 3. "Due from DHR" and "Due to DHR" accounts should zero after the GIA year-end adjustments are received. These should normally be cleaned up by the end of September.
 4. "Due from County" should be zero after reimbursement is received from the county for the prior year's expenditures.
 5. "Cash Advance" accounts should consist of cash advances to operate programs in specific program areas.
 6. "Due to County" should be zero when a check is required by the county board be written to return excess county funds to the local county government.
 7. Payroll withholding accounts should zero each month. Rounding amounts may remain in some accounts that will be adjusted before closing the books for year-end.

Department of Family and Children Services Administration Policies and Procedures Manual	Section: Accounting Part: 2004 Page: 2 of 2 Date: August 2006
Title: General Ledger Trial Balance	

8. Balances in Food Stamp Recoveries and TANF Recoveries should be reconciled each month.
 9. Restricted Fund balances are to be reconciled to the subsidiary ledgers on a monthly basis.
 10. Fund Balance – General Operating account should not have any activities during the fiscal year except for year-end closing adjustment or audit adjustments. (Exception: Fund Balance adjustments can be made with approval of Field Fiscal Services.) All other adjustments that are to be posted to the Fund Balance account should be placed in Account #889.450 until June during Fiscal Year-end cleanup.
 11. GIA Revenue should equal the prior's month's year-to-date of expenditures for each program/function.
 12. Review the regular operating type expenditure accounts to ensure that the monthly invoices have been paid, such as Rental of Equipment, Rent, Telecommunication, etc.
- C. The above checkpoints are not meant to be exhaustive of all check and balances required in the Accounting Department, but are the most routine and uniform to most Accounting Departments.