

BURKBURNETT ISD
FINANCE EOM CHECKLIST

- 1) Ensure all Payroll interfaces are complete
- 2) Auto-Reconcile Checks with ACR from Bank-PRINT OUTSTANDING CK REPORT, SAVE RECONCILIATION REPORT TO EOM FOLDER
- 3) Cash Receipts Journal WF/AM/RP/GI CASH RECEIPTS (Verify all cash receipts have been posted)
- 4) General Journal WF/AM/RP/GI GENERAL JOURNAL REPORT (Verify all journal entries have been posted) PAYROLL, INTEREST, WC CLRING, NFICA/FED FUNDS, TRS ACTIVECARE BILLING ADJ
- 5) In the payroll clearing fund, verify all liability accounts have been zeroed. If these accounts are not zero, make sure the balances can be accounted for. Example: Over/under payments; employees covered by cobra; or benefits not expended. DATAMINING-INTERFUND, PAYROLL BALANCE SHEET
- 6) All bank statements have been reconciled and book adjustments posted. Save Reconciliation Summary (PAC) to EOM Folder. SAVE I&S FIRST AND LSI STATEMENTS TO ARBITRAGE FOLDER.
- 7) Post Daily Balances to EPFF Daily Balance Worksheet; Post Weighted Yield, Monthly Interest to Investment Folder
- 8) Check 66XX accounts for coding accuracy; make any necessary journal entries if corrections are needed. DATAMINING-66XX EXPENDITURE JOURNAL
- 9) Check for overspent accounts do necessary budget transfers, journal entries, or create budget revisions for board meeting.
- 10) Encumbrance Journal (Verify all POs have been posted) WF/PU/RP/RP OPEN POs- ENCUMBRANCES
- 11) Balance Sheet Detail & Summary (Verify all funds are in balance)- DATAMINING/SAVE THE SUMMARY TO THE EOM FOLDER.
- 12) Cash Position by Bank-CASH IN BANKS, CASH IN BANKS DETAIL- DATAMINING/SAVE BOTH TO EOM FOLDER.
- 13) Check Register by Bank Account. Include Voided Checks and Payroll Deduction Checks. WF/AM/RP/VC-MONTHLY CK REGISTER
- 14) Expenditure Journal-DATAMINING
- 15) Board Reports-FINANCIAL, TRANSPORTATION, FOOD SERVICE, ARAMARK (Send to Sup's Secretary for Board Meeting by 5th of each month)SAVE TO BOARD REPORT FOLDER
- 16) BUDGET COMPARISON REPORT-DATAMINING
- 17) Trial Balance-month and YTD (YTD after all adjustments)
- 18) Detail General Ledger for the Accounting Period and YTD (YTD after all adjustments)
- 19) Draw down Federal Funds for reimbursement (REMEMBER TO ADD CERTIFICATION STATEMENT!)