

TO DO LIST FINANCE – END OF YEAR



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| <input type="checkbox"/> | Review Chart of accounts and clean up unused accounts |
| <input type="checkbox"/> | Open Next Year Ledger – Import/Add codes |
| <input type="checkbox"/> | Verify Classification of Expenditures – Reclassify if Needed |
| <input type="checkbox"/> | Account Payables – Unpaid Bills/Vendor Aged payables/Trial Balance |
| <input type="checkbox"/> | Outstanding Purchase Orders – Research & Liquidate if necessary |



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| <input type="checkbox"/> | Reconcile Federal Funds - Expense, Revenue, % is met |
| <input type="checkbox"/> | Verify Special Programs % is met by comparing to SOF |
| <input type="checkbox"/> | Book Accrued Wages if applicable |
| <input type="checkbox"/> | Book Pre-Paid Expense & Deferred Revenue |
| <input type="checkbox"/> | Book Depreciation |



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| <input type="checkbox"/> | Book Due To/From |
| <input type="checkbox"/> | Book Student Activity (if kept in outside ledgers) |
| <input type="checkbox"/> | Book Commodities |
| <input type="checkbox"/> | Book Shared Service Arrangement – Get from ESC's or other Districts |
| <input type="checkbox"/> | Outstanding Checks – Void & Reissue or Void – DO NOT VOID PAYROLL |



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| <input type="checkbox"/> | Account payables – Unpaid Bills/ Aged payables/Trial Balance – Yes again! |
| <input type="checkbox"/> | Verify classification of expenditures – reclassify if needed – Yes again! |
| <input type="checkbox"/> | Check your budget – Fnd fnc/ special program/ Federal |
| <input type="checkbox"/> | Do Final Budget Amendment – Must be approved by 8/31 (6/30) |
| <input type="checkbox"/> | Reconcile August or June (depending on FYE) |



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| <input type="checkbox"/> | Verify ledgers – Quick check before closing |
| <input type="checkbox"/> | CLOSE LEDGERS before giving auditor final GL detail and other audit reports. |
| <input type="checkbox"/> | Enter Audit Adjusting Entries |
| <input type="checkbox"/> | Verify Schedules in Audit Against WebSmart |
| <input type="checkbox"/> | Submit PEIMS – Check Schedules in PEIMS Against Audit |



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| <input type="checkbox"/> | FINALIZE LEDGERS before submitting FINAL PEIMS |
| <input type="checkbox"/> | Post Final Budget on WebSite |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |