

TO DO LIST

FINANCE – END OF YEAR



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



☐	Reconcile Federal Funds - Expense, Revenue, % is met
☐	Verify Special Programs % is met by comparing to SOF
☐	Book Accrued Wages if applicable
☐	Book Pre-Paid Expense & Deferred Revenue
☐	Book Depreciation



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



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



☐	Verify ledgers – Quick check before closing
☐	CLOSE LEDGERS before giving auditor final GL detail and other audit reports.
☐	Enter Audit Adjusting Entries
☐	Verify Schedules in Audit Against WebSmart
☐	Submit PEIMS – Check Schedules in PEIMS Against Audit



☐	FINALIZE LEDGERS before submitting FINAL PEIMS
☐	Post Final Budget on WebSite
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