**WELCOME TO THE 6th ANNUAL JR3 FINANCE SYMPOSIUM**

**Day Two Overview: Finance & Budget Prep**

* Review and liquidate outstanding purchase orders
* Review and verify classification of expenditures and reclassify if necessary
* Review outstanding liabilities and unpaid bills
* Review & resolve outstanding stale dated checks or epays (any duplicate epays)
* Review chart of accounts and clean up unused accounts
* Open 17/18 general ledger
* Discuss budget preparation
* Discuss options for entering/uploading 17/18 budget and posting upon board approval
* Review EOY closing processes
* Review and discuss reports for auditors

**Included Documentation:**

* EOY Finance To-Do List
* PowerPoint Presentation
* Training Refreshers
* Reclassify a Transaction with an AP Statement
* Cash Account & GL Do Not Balance
* Reports for Auditor
* TEA Matrix