OBJECT ACCOUNT REVIEW DETAIL CHECKLIST

Validated Y	Validated N	Validated N/A	PROBLEM	MESSAGE/ACTION NEEDED
			Income (8000-8999) Account Balance negative.	1. Income received exceeds amount budgeted. A budget transfer should be processed to increase the income account (8000) as well as the related fund balance (9790) and/or expenditure for which the new money was slated.
			Expenditure (1000-7999) Account balance negative.	2. Revised Budget appropriations are insufficient for expenditures made. A budget transfer should be processed increasing the available funds.
			Accounts (8911 & 7611) Have budgeted amounts but no activity, or activity is not in balance.	3. Child Development Inter-fund Transfer has not been done or transfer source does not agree with use between Fund 01 and Fund 12. The Inter-fund Cash Transfer should be used to process this transfer. If the account is out of balance, review original transaction. If a warrant was issued or deposited into the wrong account, move to the appropriate account by journal entry. If the wrong account was used for the Transfer, move to the correct amount by journal entry.
			Accounts (8912 & 7612) Have budgeted amounts but no activity, or activity is not in balance.	4. Special Reserve Inter-fund Transfer has not been done or transfer source does not agree with use between Fund 01 and Fund 40. The Inter-fund Cash Transfer should be used to process this transfer. If the account is out of balance, review original transaction. If a warrant was issued or deposited into the wrong account move to the appropriate account by journal entry. If the wrong account was used for the Transfer, move to the correct account by journal entry.
			Accounts (8913 & 7613) Have budgeted amounts but no activity, or activity is not in balance.	5. **This applies to Mt. Baldy Joint Unified only. No other district should be reflecting any activity.** State School Building Fund Inter-fund Transfer has not been done or transfer source does not agree with use between Funds 01, 21 and 30. The Inter-fund Cash Transfer should be used to process this transfer. If the account is out of balance, review original transaction. If a warrant was issued or deposited into the wrong account move to the appropriate account by journal entry. If the wrong account was used for the Transfer, move to the correct account by journal entry.
			Accounts (8915 & 7615) Have budgeted amounts but no activity, or activity is not in balance.	6. **Deferred Maintenance Inter-fund Transfer is no longer required due to the implementation of LCFF. If the district still wishes to transfer monies to Fund 14, the appropriate object code would be 8091.**
			Accounts (8916 & 7616) Have budgeted amounts but no activity, or activity is not in balance.	7. Cafeteria Inter-fund Transfer has not been done or transfer source does not agree with use between Fund 01 and Fund 13. The Inter-fund Cash Transfer should be used to process this transfer. If the account is out of balance, review original transaction. If a warrant was issued or deposited into the wrong account, move to the appropriate account by journal entry. If the wrong account was used for the Transfer, move to the correct amount by journal entry.

OBJECT ACCOUNT REVIEW DETAIL CHECKLIST

Validated Y	N	N/A	PROBLEM	MESSAGE/ACTION NEEDED
			Accounts (8919 & 7619) Have budgeted amounts but no activity, or activity is not in balance.	8. Other Inter-fund Transfers have not been done or transfer source does not agree with use between Funds. The Inter-fund Cash Transfer should be used to process this transfer. If the account is out of balance, review original transaction. If a warrant was issued or deposited into the wrong account, move to the appropriate account by journal entry. If the wrong account was used for the Transfer, move to the correct account by journal entry.
			Accounts (8989-8989) Have balance.	9. Contribution to Unrestricted Programs (8980-8989) must net to zero. Account 8980 is for the transfer of unrestricted funds to a restricted resource. This is accomplished by a journal voucher between resources.
			Accounts (8990-8994) Have balance.	10. Contributions to Restricted/Unrestricted Programs (8990-8994) must net to zero. Account 8990 is for the contribution of restricted funds to other resources. Supplemental Grants beginning in 2005/06 can be transferred from the TI Block Grant programs using this restricted object. Federal NCLB Transfers are made in object 8990. Contribution object range 8990-8994 must net to zero. Transfers in equal transfers out.
			Function 3700 Salary Accounts have no budget but have balance.	11. Food Service salaries/benefits exceed budget appropriation. Expenditures have not been transferred to the Cafeteria Account. The Cafeteria Account should be invoiced for these charges and the check deposited into the General Fund against these salaries/benefits.
			Accounts (5700-5749) Has balance.	12. Inter-program Services Direct Costs do not net to zero. These accounts are for the distribution of costs within a single fund. Balances must be reviewed and corrected by a journal entry to the appropriate resource and/or expense account.
			Accounts (5750-5799) Sum of all accounts have balance.	13. Inter-fund Services Direct Costs do not net to zero. These accounts are for the distribution of costs to other funds maintained by the District. Balance must be reviewed and corrected by an inter-fund transfer or by journal entry (if within the same fund) to the appropriate expense account.
			Account (7310) has balance.	14. Inter-program Indirect Costs do not net to zero. These accounts are for the distribution of indirect costs within a single fund. Balances must be reviewed and corrected by a journal entry to the appropriate expense account. Charges must be coded with the general administration function 7210.
			Account (7350) has balance.	15. Inter-fund Indirect Costs do not net to zero. These accounts are for the distribution of indirect costs to other funds. Balances must be reviewed and corrected by a journal entry to the appropriate expense account if the sum of funds do not equal the credit charged to the general fund. Charges must be coded with the general administration function 7210.
			Account (9110) Has negative balance.	16. Cash in the County Treasurer has been overdrawn. Warrant activity must cease. Review status. Process temporary borrowing transfer.

OBJECT ACCOUNT REVIEW DETAIL CHECKLIST

Validated Y N N/A	PROBLEM	MESSAGE/ACTION NEEDED
	Account (9135) Has negative balance or no activity posted.	17. Cash with an outside Fiscal Agent has been overdrawn or entries posted to reflect activity made by financial institution is incorrectly made. Account balances must reflect activity demonstrated by bank statement. Reconcile account with bank statement. Debit account for increase in cash. Credit account for decrease in cash activity.
	Account (9210) Has balance.	18. Prior year receivables have open balances. Review Open Receivables and FAR311 reports to see if balances should still exist. Review General Ledger account 9210 activity to see if any entries have been incorrectly posted. Look for cancelled warrants and postings that do not reflect Account Receivable references. Activity in account 9210 should be for transactions that were set up as receivables in the prior year through the accounts receivable program by reversing journal entries and/or audit adjustments. Balance must be closed (net to zero) at fiscal year-end.
	Account (9310) Has balance.	19. Prior year receivables for amounts due from other funds has open balance. Review Open Receivables and FAR311 reports to see if balances should still exist. Review General Ledger account 9310 activity to see if any entries have been made in error. Look for cancelled warrants and postings that do not reflect Account Receivable references. Activity in account 9310 should be for transactions that were set up as receivables in the prior year through the accounts receivable program or by reversing journal entries and/or audit adjustments. Check account 9210 to see if amounts have been posted there and need to be moved to Account 9310 by journal entry. Balance must be closed (net to zero) at fiscal year-end.
	Account (964x) Has balance.	20. Temporary borrowing must be established as an accrual. Inter-fund (9648) borrowings accruals must be reclassified to objects 9319 and 9619.
	Account (9510) Has balance.	21. Prior year Current Liabilities have open balances. Review Open Receivables and FAR311 reports to see if balances should still exist. Review General Ledger account 9510 activity to see if any entries have been incorrectly posted. Look for cancelled warrants and postings that do not reflect current liability references. Activity in account 9510 should be for transactions that were set up as payables in the prior year through the accounts payable program or through reversing journal entries and/or audit adjustments. Balance must be closed (net to zero) at fiscal year-end.

OBJECT ACCOUNT REVIEW DETAIL CHECKLIST

Validated Y	Validated N	Validated N/A	PROBLEM	MESSAGE/ACTION NEEDED
			Account (9610) Has balance.	22. Prior year current liabilities for payments due to other funds have open balance. Review Open Payables and FAR311 reports to see if balances should still exist. Review General Ledger account 9610 activity to see if any entries have been made in error. Look for cancelled warrants and postings that do not reflect current liabilities references. Activity in account 9610 should be for transactions that were set up as payables in the prior year through the accounts payable program or by reversing journal entries and/or audit adjustments. Check account 9510 to see if amounts have been posted there and need to be moved to Account 9610 by journal entry. Balance must be closed (net to zero) at fiscal year-end.
			Account (9650) Has balance	23. Prior year unearned revenues have open balance. Unearned Revenues set-up through the accounts payable program need to be closed through the "Z" option to complete the deferral process. Review General Ledger account 9650 activity to see if any entries have been made in error. Look for any postings that do not reflect current liability references. Activity in account 9650 should be for transactions that were set up as payables in the prior year through the accounts payable program or by reversing journal entries and/or audit adjustments. Check account 9510 to see if amounts have been posted there and need to be moved to Account 9650 by journal entry. Balance must be closed (net to zero) at fiscal year-end.
			Account (9561) Has balance.	24. Payroll employer fixed charges suspense account for State Teachers Retirement System (STRS) has balance. Review General Ledger activity. Payroll system is designed to automatically charge STRS to the 3100 accounts. No entries should be made to this account. Balance must be closed (zero) at fiscal year-end.
			Account (9562) Has balance.	25. Payroll employer fixed charges suspense account for Public Employees Retirement System (PERS) has balance. Review General Ledger activity. Payroll system is designed to automatically charge PERS to the 3200 accounts. No entries should be made to this account. Balance must be closed (zero) at fiscal year-end.
			Account (9563) Has balance.	26. Payroll employer fixed charges suspense account for Social Security (FICA) has balance. Review General Ledger activity. Payroll system is designed to automatically charge FICA to the 3310 accounts. No entries should be made to this account. Balance must be closed (zero) at fiscal year-end.

OBJECT ACCOUNT REVIEW DETAIL CHECKLIST

Validated Y	N	N/A	PROBLEM	MESSAGE/ACTION NEEDED
			Account (9564) Has balance.	27. Payroll employer suspense account for Health and Welfare (H&W) premium payments has balance. Review General Ledger activity. Payroll system is designed to map charges to the 3400 and/or 3900 accounts if information is entered into employee voluntary deduction screens as an employer benefit. Districts must reconcile charges against actual payments made from this account. If District does not map H&W benefits and is a member of the JPA charges must be made to the appropriate 3401, 3402 and 3900 account.
			Account (9565) Has balance.	28. Payroll employer suspense account for Unemployment Insurance Premium (SUI) payments has balance. Review General Ledger activity. Payroll system is designed to map charges to the 3500 accounts if appropriate coverage flag has been set in the employees' pay screens. Districts must reconcile charges against actual payments made from this account. Balance must be closed (zero) at fiscal year-end after payables accrual has been established. Journal entry adjustments should be made to the 3501 (certificated) or 3502 (classified) account.
			Account (9566) Has balance.	29. Payroll employer suspense account for Workers Compensation Insurance premium payments has balance. Review General Ledger activity. Payroll system is designed to map charges to the 3600 accounts based on the employer premium rate. Districts must reconcile charges against actual payments made from this account. Balance must be closed (zero) at fiscal year-end after payables accrual has been established. Journal entry adjustments should be made to the appropriate 3000 account.
			Account (9567-9569) Has balance.	30. Payroll employer suspense account for Other District paid premiums has balance. Review General Ledger activity. Payroll system is designed to map charges to the 3300, 3400 or 3900 accounts if information is entered into employee voluntary deduction screens as an employer. Districts must reconcile charges against actual payments made from this account. Mapping error offsets are posted to the 9569 account. Review 9569 and 3999, identify correct account and then move to the appropriate account by journal entry. Balance must be closed (zero) at fiscal year-end after payables accrual has been established. Journal entry adjustments should be made to the appropriate 3000 account.
			Accounts (9577-9578) Has balance.	31. OPEB Suspense Clearing Account (9577-9578) should net to zero after year-end liabilities have been accrued.

OBJECT ACCOUNT REVIEW DETAIL CHECKLIST

Validated Y	Validated N	Validated N/A	PROBLEM	MESSAGE/ACTION NEEDED
			Account (9580) Has balance.	32. Accounts Payable suspense account for Out-of-State sales tax payable to the State Board of Equalization. Review General Ledger Activity. The AP System is designed to map charges to the payment expense accounts based on the initiation of the sales tax flag and credit the suspense account. Districts must reconcile charges against actual payments made from this account and report purchases without sales tax to the State Board. Amounts owed should be accrued as current liability. Balance must be closed (zero) at fiscal year-end after payables have been established. Journal entry adjustments should be made to the 4300 or 6400 account.
			Account (9711) Does not agree with account (9130).	33. Fund Balance reserve for Revolving Cash does not equal asset account 9130. Budget Transfer should be made from the unappropriated fund balance (9790) to increase/decrease the reserve account (9711).
			Account (9712) Does not agree with account (9320).	34. Fund Balance reserve for Stores does not equal asset account 2 Budget Transfer should be made from the unappropriated fund balance (9790) to increase/decrease the reserve account (9712).
			Account (9713) Does not agree with account (9330).	35. Fund Balance reserve for Prepaid Expenditures does not equal asset account 9330. Budget Transfer should be made from the unappropriated fund balance (9790) to increase/decrease the reserve account (9713).
			Account (9798) Has negative balance.	36. Overall Fund Balance Control Account. Review income and expense status and complete budget transfer to correctly reflect district balance. If balance is negative (debit) district must have plan to correct.