

CARROLL ISD END OF MONTH PROCEDURES

The Financial End of Month (EOM) process should be completed within 30 days after the end of each month, or earlier dependent upon work schedules or holidays.

General Instructions:

The Financial End-of-Month (EOM) process posts all current month transaction to the year-to-date transaction file. Only two (2) months should be open at one time, typically the current month and the previous month.

The EOM process shall start on the 1st business day of the next month and shall be completed by the 30th day after each month end, or earlier as appropriate.

The EOM process has been divided into four (4) major steps. Each step is listed below with the tasks that must be accomplished at each step.

Step 1 – Reconciliation of Bank Accounts:

- Within ten (10) days of the month end, the General Ledger (GL) Accountant shall retrieve all bank statements through the on-line banking system.
- The GL Accountant shall utilize the approved Bank Reconciliation worksheet (Excel), ensuring that all debits and credits on the bank statement and bank reconciliation system match. All checks shall be cleared in the check reconciliation system monthly and the resulting report with cleared and outstanding checks used to reconcile all bank accounts with the general ledger.
- If the GL Accountant is unable to readily reconcile the bank statements, a detailed general ledger [for the month being closed] for all cash accounts shall be printed and verified for accuracy.
- Within ten (10) business days, the GL Accountant shall reconcile all bank statements with the general ledger.
- The Executive Director of Finance should approve all finalized bank reconciliations.
- The approved bank reconciliations, and supporting documents shall be filed for audit purposes by month/fiscal year.

Step 2 – EOM Activities (After reconciling all bank statements):

- The Executive Director of Finance shall verify that all transactions for the prior month have been posted to the general ledger, including: Budget, Actual, Cash Receipts, etc.
- The Executive Director of Finance shall ensure that all Journal Entries for the prior month have been filed by JV number.
- The Executive Director of Finance shall review and distribute reports, on a monthly basis, as noted below:

- Financial Board Report
 - Investment Report, Quarterly
 - Child Nutrition Reconciliation Report
 - Function 41 Expenditure Report
 - Payroll Expenditure Report
 - Legal Expenditure Report
 - Substitute Report
 - Bond Report
 - Extended Day Report
 - Utility Report
- Outstanding Purchase Orders – The Accounts Payable Department shall verify that outstanding purchase orders are not aged (older than 60 days), the balance matches the original amount unless a partial payment has been made on the purchase order, and that the Accounts Payable pending purchase order files contain a copy of all outstanding purchase orders.
 - Aged Purchase Orders – The Accounts Payable Department shall research all purchase orders that are over 60 days old. The Campus and Department original PO requestors shall contact the vendors if the goods/services have not been received which could indicate that the vendor either has not shipped the goods and/or never received a copy of the purchase order, and shall generate a report to forward to the Assistant Executive Director of Finance.
 - Outstanding Credit Memos – The Coordinator of Purchasing shall verify that there are no outstanding credit memos at the end of the month, if there are any credit memos, the credit shall be taken during the next payment to the vendor. If an aged (over 60 days) credit memo exists, the vendor shall be contacted to request a check in the amount of the outstanding credit memo.
 - Board Reports Combined – The Executive Director of Finance shall verify that the report is the month being closed and that all funds are included in the report – File report and forward a PDF of the report to the Assistant Superintendent for Financial Services.
 - Summary General Ledger – Executive Director of Finance shall print and review the report for accuracy.

Step 3 – Run EOM Reports:

- The Executive Director of Finance shall verify that all transactions for the prior month have been posted to the general ledger.
- The Executive Director of Finance shall generate and print all Step 2 EOM Reports Prior to closing. All reports shall be filed for audit purposes.

Step 4 – Process EOM Close:

- The Executive Director of Finance shall process the EOM after verifying that the Year and Month of Accounting Period Being Closed are correct as noted on the screen.