

# Financial Service Co-Op IX: Post Auditor Entries | Roll Balance Forward Process

## Contract Description:

### DESCRIPTION:

To perform business office functions according to the terms listed in the service option below:

Region 15 will perform the business office procedures as outlined below in an accurate and timely manner as prescribed by the Texas Education Agency (TEA) regulations. Accounting records will be maintained at Region 15 and shall be accessible to the District administration at all times during regular business hours. Region 15 will record the accounting transactions through the direction provided by the District. Business transactions will not be conducted via the telephone.

The following accounting services will be provided based on the District's

requirements: REGION 15 RESPONSIBILITIES:

Region 15 will be responsible for performing the accounting functions as outlined below based on a schedule developed by the District and Region 15 in full compliance with the TEA Financial Accountability System Resource Guide:

- Maintain accounting and budget records in Ascender
- Post End of Year journal entries in prior year File ID provided by auditor
- Verify End of Year journal entries in prior year File ID
- Process Roll Balance Forward packet per ESC instructions
- Verify auditor Opening Balances in new File ID
- Notify district that Opening Balances have been verified
- Perform and maintain all file backups
- Transfer all files via the Region 15 approved FTP system
- Reconcile 1st month's bank statements after the Roll Balance Forward process is completed