Year-End Closing Checklist

Task	Timeline
☐ 1. Reconcile/liquidate prior year accruals	April 15-May 15
☐ 2. Build calendar of events backwards from board meeting date for UA approval	May
☐ 3. Use COE Calendar to determine key dates (cash closing, system closing, accrual deadlines, etc.)	June to September (dates will vary by COE)
☐ 4. Distribute calendar to school sites	One month to two weeks before school ends
☐ 5. Distribute calendar to DO Departments	June usually depending on schedules
☐ 6. Distribute calendar to Vendors/Contractors	June to July
☐ 7. Schedule Physical Inventory	Prior to June 30
☐ 8. Publish accrual setup deadlines for cash deposits, closing purchase orders, and information for direct charges	Generally August to September
☐ 9. Publish school site deadlines for cash deposits, closing purchase orders, and information for direct charges	One month to two weeks before school ends
☐ 10. Collect Personnel Certifications and Personnel Activity Reports for all employees funded in restricted programs (time accounting)	Early July
☐ 11. Collect data for the PCRAF	Before the last day of school
☐ 12. Collect data for the ASSET and DEBT forms	July
☐ 1. Reconcile accounts and programs (cash accounts, restricted resources, capital outlay expenditures)	July/August
☐ 12. Collect restricted resources information to complete the CAT form	July/August
☐ 13. Prepare Accounts Receivables for revenues received in July/August (LCFF, 4th quarter interest, 4th quarter lottery, outstanding billings/invoices)	July/August
☐ 14. Prepare Accounts Payables for invoices or other charges that belong in the closing year that are/will be paid in July/August (liability payrolls and benefits, invoices, open purchase orders)	July/August
☐ 15. Ensure all debt payments are recorded properly	July/August
☐ 16. Prepare entries to record direct and indirect costs	July/August
☐ 17. Determine contributions to RRMA and Special Ed	July/August
☐ 18. Prepare and record interfund transactions	July/August
☐ 19. Review other funds to ensure all transactions have been recorded (Adult Ed, Cafeteria, etc.)	July/August
☐ 20. Record “paper” transactions (STRS on-behalf, Food commodities, ASB Activity, Fixed Assets, etc.)	July/August