

Nevada State High School
 Monthly Closeout Checklist

Month/Year: January 2022

Activity/Task	Owner	Date	Initial	NOTES:
Cash Accounts				
1.1 Reconcile bank accounts and verify bank balances matches bank statements	TV	2/11/2022	tv	
1.2 Review outstanding checks/deposits for old transactions	TV	2/11/2022	tv	
1.3 Prepare monthly bank reconciliation report for leadership	TV	2/11/2022	tv	TV
Accounts Payable				
2.1 Generate A/P Aging report and verify matching trial balance; save to server	TV	2/11/2022	tv	AP is currently no aging
Accounts Receivable				
3.1 Review and post outstanding A/R and cash receipts	EC	2/11/2022	EC	Need to review credit balance in fund 281, amounts less than \$1K
3.2 Generate A/R Aging report and verify matching trial balance; save to server	EC	2/14/2022	EC	EC-added gl detail for grants receivable (from FY2021)
3.3 Prepare AJE for DSA adjustment if applicable (quarterly only)	EC	2/14/2022	EC	EC-January DSA posted 12/31 no adjustment needed
Prepaid Expenses				
4.1 Update prepaid expense tracker	EC	2/14/2022	EC	Need to revisit Prepays in the future. Might need to be written off at year end
Reconcile Intercompany accounts				
5.1 Verify intercompany loans have same balance	EM	2/17/2022	EM	Account balanced. Need to true up amounts in the future. Cost alloc MWD \$34k deposit in transit in flagship. Need to visit paying MWD cost allocation using CEO portal. The timing difference between the o/s checks and deposit in transit causing the \$34k discrepancies in reconciling intercompany. Timing difference caused an hour of time to research
5.2 Produce cost allocation (quarterly only)	EC	1/19/2022	EC	Q2 completed on 1/19/22. No cost allocation until Q3
Reporting				
6.1 Run Statement of Revenues and Expenditures	EC	2/14/2022	EC	Need to drop a copy for CP on fund 970 monthly
6.2 Run balance sheet report	EC	2/14/2022	EC	
6.3 Run trial balance report	EC	2/14/2022	EC	
6.4 Run SUNSHS balance report	EC	2/14/2022	EC	
6.5 Run Monthly Forecast Balance Report	DV	2/14/2022	DV	Sunrise needs to include fund 101 & 281 as they created to track balance EM
6.6 Run Vendor Invoice Report	DV	2/14/2022	DV	
Review				
Ensure any other liability accounts are current and reconcile as necessary	EM	2/18/2022	EM	Need to revisit intercompany balance, prepaids. Balances carried YOY, will need to be reconciled and be written off at year end. Need advice from auditor. Noted on Trial balance
Review and analyze month-end financial data; record adjustments as necessary	EM	2/18/2022	EM	DSA January timing differences; only 6 payments received YTD O/S grants from reimbursements \$190K; not in PL (still pending) Received \$100K in grants in Feb reflected in CEO portal and per discussion w EC
Generate full final financial package and complete month-end financial statements for executive team and Finance Committee(Quarterly)	EM	2/18/2022	EM	
Distribute appropriate reports to executive team and Finance Committee (Quarterly)	EM	2/18/2022	EM	

Finance and Operations Director: *Ellen Ma*

Date: 2/18/2022

Chief Operations Officer: *Jonathan Hawk* APPROVED
By: Jonathan D. Hawk at 5:44 pm, Feb 19, 2022

Date: 2/19/2022

Chief Executive Officer: *J Hawk*

Date: 02-21-22

Finance Committee: _____

Date: _____

Nevada State High School
 Monthly Closeout Checklist

Month/Year: February 2022

Activity/Task	Owner	Date	Initial	NOTES:
Cash Accounts				
1.1 Reconcile bank accounts and verify bank balances matches bank statements	TV	3/9/2022	tv	
1.2 Review outstanding checks/deposits for old transactions	TV	3/9/2022	tv	
1.3 Prepare monthly bank reconciliation report for leadership	TV	3/9/2022	tv	
Accounts Payable				
2.1 Generate A/P Aging report and verify matching trial balance; save to server	TV	3/10/2022	tv	
Accounts Receivable				
3.1 Review and post outstanding A/R and cash receipts	EC	3/8/2022	EC	
3.2 Generate A/R Aging report and verify matching trial balance; save to server	EC	3/14/2022	EC	
3.3 Prepare AJE for DSA adjustment if applicable (quarterly only)	EC	3/14/2022	EC	EC-January DSA posted 12/31 no adjustment needed
Prepaid Expenses				
4.1 Update prepaid expense tracker	EC	3/14/2022	EC	Need to revisit Prepays in the future. Might need to be written off at year end
Reconcile Intercompany accounts				
5.1 Verify intercompany loans have same balance	EM	3/18/2022	EM	Intercomp was off. MWD allocation should Credit AR, revenue was booked in Dec. AJE to reverse
5.2 Produce cost allocation (quarterly only)	EC	1/19/2022	EC	Q2 completed on 1/19/22. No cost allocation until Q3
Reporting				
6.1 Run Statement of Revenues and Expenditures	EC	3/14/2022	EC	Included separate FUND 970
6.2 Run balance sheet report	EC	3/14/2022	EC	
6.3 Run trial balance report	EC	3/14/2022	EC	
6.4 Run SUNSHS balance report	EC	3/14/2022	EC	
6.5 Run Monthly Forecast Balance Report	DV	3/14/2022	DV	Adjustments made on CSO, Sunrise EM
6.6 Run Vendor Invoice Report	DV	3/14/2022	DV	
Review				
Ensure any other liability accounts are current and reconcile as necessary	EM	3/18/2022	EM	
Review and analyze month-end financial data; record adjustments as necessary	EM	3/18/2022	EM	
Generate full final financial package and complete month-end financial statements for executive team and Finance Committee(Quarterly)	EM	3/18/2022	EM	
Distribute appropriate reports to executive team and Finance Committee (Quarterly)	EM	NA		

Finance and Operations Director: Ellen Ma
 Date: 03/18/2022

Chief Operations Officer: Jonathan Haul
 Date: 3/19/22

Chief Executive Officer: J Haul
 Date: 03-19-22

Finance Committee: _____
 Date: _____