

Nevada State High School
Monthly Closeout Checklist

Month/Year: October 2022

Activity/Task	Owner	Date	Initial	NOTES:
Cash Accounts				
1.1 Reconcile bank accounts and verify bank balances matches bank statements	TV	11/8/2022	tv	
1.2 Review outstanding checks/deposits for old transactions	TV	11/8/2022	tv	
1.3 Prepare monthly bank reconciliation report for leadership	TV	11/8/2022	tv	
Accounts Payable				
2.1 Generate A/P Aging report (TV) and verify matching trial balance; save to server (FOD)	TV	11/8/2022	tv	
Accounts Receivable				
3.1 Review and post outstanding A/R and cash receipts	EC	11/4/2022	EC	
3.2 Generate A/R Aging report and verify matching trial balance; save to server	EC	11/10/2022	EC	
3.3 Prepare AJE for DSA adjustment if applicable (quarterly only)	EC	11/10/2022	EC	See quarterly cost allocation
Prepaid Expenses				
4.1 Update prepaid expense tracker	EC	11/9/2022	EC	
Reconcile Intercompany accounts				
5.1 Verify intercompany loans have same balance	RM	11/14/2022	RM	
5.2 Produce Revenue/Expense allocation (quarterly only)	EC	11/10/2022	EC	Rolled over from last month
Reporting				
6.1 Run Statement of Revenues and Expenditures	EC	11/10/2022	EC	
6.2 Run balance sheet report	EC	11/10/2022	EC	
6.3 Run trial balance report	EC	11/10/2022	EC	
6.4 Run SUNSHS balance report	EC	11/10/2022	EC	
6.5 Run Monthly Forecast Balance Report	DV	11/10/2022	DV	
6.6 Run Vendor Invoice Report	DV	11/10/2022	DV	
Review				
Ensure any other liability accounts are current and reconcile as necessary	RM	11/15/2022	RM	
Review and analyze month-end financial data; record adjustments as necessary	RM	11/15/2022	RM	
Generate full final financial package and complete month-end financial statements for executive team and Finance Committee(Quarterly)	RM	N/A	N/A	
Distribute appropriate reports to executive team and Finance Committee (Quarterly)	RM	N/A	N/A	

Finance and Operations Director: _____

Date: 11/16/2022

Chief Operations Officer: _____

Date: 11/16/2022

REVIEWED
By Johnathan Hawk at 6:57 am, Nov 16, 2022

Chief Executive Officer: _____

Date: 11-16-22

Finance Committee: _____

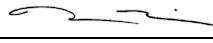
Date: _____


Nevada State High School
 Monthly Closeout Checklist

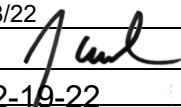
Month/Year: November 2022

Activity/Task	Owner	Date	Initial
Cash Accounts			
1.1 Reconcile bank accounts and verify bank balances matches bank statements	TV	11/8/2022	tv
1.2 Review outstanding checks/deposits for old transactions	TV	11/8/2022	tv
1.3 Prepare monthly bank reconciliation report for leadership	TV	11/8/2022	tv
Accounts Payable			
2.1 Generate A/P Aging report (TV) and verify matching trial balance; save to server (FOD)	TV	12/9/2022	tv
Accounts Receivable			
3.1 Review and post outstanding A/R and cash receipts	EC	12/6/2022	EC
3.2 Generate A/R Aging report and verify matching trial balance; save to server	EC	12/16/2022	EC
3.3 Prepare AJE for DSA adjustment if applicable (quarterly only)	EC	N/A	
Prepaid Expenses			
4.1 Update prepaid expense tracker	EC	12/16/2022	EC
Reconcile Intercompany accounts			
5.1 Verify intercompany loans have same balance	RM	12/19/2022	RM
5.2 Produce Revenue/Expense allocation (quarterly only)	EC	N/A	N/A
Reporting			
6.1 Run Statement of Revenues and Expenditures	EC	12/16/2022	EC
6.2 Run balance sheet report	EC	12/16/2022	EC
6.3 Run trial balance report	EC	12/16/2022	EC
6.4 Run SUNSHS balance report	EC	12/16/2022	EC
6.5 Run Monthly Forecast Balance Report	DV	12/9/2022	DV
6.6 Run Vendor Invoice Report	DV	12/9/2022	DV
Review			
Ensure any other liability accounts are current and reconcile as necessary	RM	12/19/2022	RM
Review and analyze month-end financial data; record adjustments as necessary	RM	12/19/2022	RM
Generate full final financial package and complete month-end financial statements for executive team and Finance Committee(Quarterly)	RM	N/A	
Distribute appropriate reports to executive team and Finance Committee (Quarterly)	RM	N/A	

NOTES: _____

Finance and Operations Director: 
 Date: 12/19/2022

Chief Operations Officer: 
 Date: 12/28/22

Chief Executive Officer: 
 Date: 12-19-22

Finance Committee: _____
 Date: _____