

**Nevada State High School**  
 Monthly Closeout Checklist

Month/Year: January 2023

Activity/Task	Owner	Date	Initial
<b>Cash Accounts</b>			
1.1 Reconcile bank accounts and verify bank balances matches bank statements	TV	2/9/2023	tv
1.2 Review outstanding checks/deposits for old transactions	TV	2/9/2023	tv
1.3 Prepare monthly bank reconciliation report for leadership	TV	2/9/2023	tv
<b>Accounts Payable</b>			
2.1 Generate A/P Aging report (TV) and verify matching trial balance; save to server (FOD)	TV	2/9/2023	tv
<b>Accounts Receivable</b>			
3.1 Review and post outstanding A/R and cash receipts	EC	2/8/2023	EC
3.2 Generate A/R Aging report and verify matching trial balance; save to server	EC	2/16/2023	EC
3.3 Prepare AJE for DSA revenue recognition adjustment if applicable	EC	N/A	EC
<b>Prepaid Expenses</b>			
4.1 Update prepaid expense tracker	EC	2/16/2023	EC
<b>Reconcile Intercompany accounts</b>			
5.1 Verify intercompany loans have same balance	RM	2/15/2023	RM
5.2 Produce Revenue/Expense allocation (quarterly only)	EC	N/A	EC
<b>Reporting</b>			
6.1 Run Statement of Revenues and Expenditures	EC	2/16/2023	EC
6.2 Run balance sheet report	EC	2/16/2023	EC
6.3 Run trial balance report	EC	2/16/2023	EC
6.4 Run SUNSHS balance report	EC	2/16/2023	EC
6.5 Run Monthly Forecast Balance Report	DV	2/9/2023	DV
6.6 Run Vendor Invoice Report	DV	2/9/2023	DV
<b>Review</b>			
Generate AJE for GASB 87 recognition	RM	2/17/2023	RM
Ensure any other liability accounts are current and reconcile as necessary	RM	2/15/2023	RM
Review and analyze month-end financial data; record adjustments as necessary	RM	2/15/2023	RM
Generate budget report for executive team (Quarterly)	RM	N/A	RM
Generate full final financial package and complete month-end financial statements for executive team and Finance Committee(Quarterly)	RM	N/A	RM
Distribute appropriate reports to executive team and Finance Committee (Quarterly)	RM	N/A	RM

NOTES: \_\_\_\_\_

Finance Director: \_\_\_\_\_  
 Date: 2/17/2023

Chief Integrity and Accountability Officer: RaChanel Wells  
 Date: 02-17-2023

Chief Executive Officer: \_\_\_\_\_  
 Date: 02-18-23

Finance Committee: \_\_\_\_\_  
 Date: \_\_\_\_\_