

Nevada State High School
 Monthly Closeout Checklist

Month/Year: February 2023

Activity/Task	Owner	Date	Initial
Cash Accounts			
1.1 Reconcile bank accounts and verify bank balances matches bank statements	TV	3/13/2023	tv
1.2 Review outstanding checks/deposits for old transactions	TV	3/13/2023	tv
1.3 Prepare monthly bank reconciliation report for leadership	TV	3/13/2023	tv
Accounts Payable			
2.1 Generate A/P Aging report (TV) and verify matching trial balance; save to server (FOD)	TV	3/13/2023	tv
Accounts Receivable			
3.1 Review and post outstanding A/R and cash receipts	EC	3/9/2023	EC
3.2 Generate A/R Aging report and verify matching trial balance; save to server	EC	3/16/2023	EC
3.3 Confirm proper recognition of DSA revenue	EC	3/16/2023	EC
Prepaid Expenses			
4.1 Update prepaid expense tracker	EC	3/16/2023	EC
Reconcile Intercompany accounts			
5.1 Verify intercompany loans have same balance	RM	3/16/2023	RM
5.2 Produce Revenue/Expense allocation (quarterly only)	EC	N/A	EC
Reporting			
6.1 Run Statement of Revenues and Expenditures	EC	3/16/2023	EC
6.2 Run balance sheet report	EC	3/16/2023	EC
6.3 Run trial balance report	EC	3/16/2023	EC
6.4 Run SUNSHS balance report	EC	3/16/2023	EC
6.5 Run Monthly Forecast Balance Report	DV	3/7/2023	DV
6.6 Run Vendor Invoice Report	DV	3/7/2023	DV
Review			
Generate AJE for GASB 87 recognition	RM	3/16/2023	RM
Ensure any other liability accounts are current and reconcile as necessary	RM	3/16/2023	RM
Review and analyze month-end financial data; record adjustments as necessary	RM	3/16/2023	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: _____

Wording updated to better reflect the nature of this procedure

Finance Director: _____
 Date: 03/17/2023

Chief Integrity and Accountability Officer: RaChanel Wells
 Date: 03/20/2023

Chief Executive Officer: _____
 Date: 03-17-23

Finance Committee: _____
 Date: _____