

Nevada State High School
Monthly Closeout Checklist

Month/Year: January 2024

Activity/Task	Owner	Date	Initial
Cash Accounts			
1.1 Reconcile bank accounts and verify bank balances matches bank statements	RM	2/12/2024	RM
1.2 Review outstanding checks/deposits for old transactions	RM	2/12/2024	RM
1.3 Prepare monthly bank reconciliation report for leadership	RM	2/12/2024	RM
Accounts Payable			
2.1 Generate A/P Aging report (TV) and verify matching trial balance	RM	2/23/2024	RM
Accounts Receivable			
3.1 Review and post outstanding A/R and cash receipts	RM	2/23/2024	RM
3.2 Generate A/R Aging report and verify matching trial balance; save to server	RM	2/23/2024	RM
3.3 Confirm proper recognition of DSA revenue	RM	2/23/2024	RM
Prepaid Expenses			
4.1 Update prepaid expense tracker	RM	2/23/2024	RM
Reconcile Intercompany accounts			
5.1 Produce Revenue/Expense allocation (quarterly only)	RM	N/A	RM
Reporting			
6.1 Run Statement of Revenues and Expenditures	RM	2/23/2024	RM
6.2 Run balance sheet report	RM	2/23/2024	RM
6.3 Run trial balance report	RM	2/23/2024	RM
6.4 Run SUNSHS balance report	RM	2/23/2024	RM
6.5 Run Monthly Forecast Balance Report	RM	2/23/2024	RM
6.6 Run Vendor Invoice Report	RM	2/23/2024	RM
Review			
Generate AJE for GASB 87 recognition	RM	2/23/2024	RM
Ensure any other liability accounts are current and reconcile as necessary	RM	2/23/2024	RM
Review and analyze month-end financial data; record adjustments as necessary	RM	2/23/2024	RM
Generate budget report for executive team (Quarterly) (in effect 12/31/23)	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: 02/23/2024

Chief Integrity and Accountability Officer: _____

Date: _____

Chief Executive Officer: _____

Date: _____

Finance Committee: _____

Date: _____

Nevada State High School
Monthly Closeout Checklist

Month/Year: February 2024

Activity/Task	Owner	Date	Initial
Cash Accounts			
1.1 Reconcile bank accounts and verify bank balances matches bank statements	RM	3/14/2024	RM
1.2 Review outstanding checks/deposits for old transactions	RM	3/14/2024	RM
1.3 Prepare monthly bank reconciliation report for leadership	RM	3/14/2024	RM
Accounts Payable			
2.1 Generate A/P Aging report (TV) and verify matching trial balance	RM	3/30/2024	RM
Accounts Receivable			
3.1 Review and post outstanding A/R and cash receipts	RM	3/30/2024	RM
3.2 Generate A/R Aging report and verify matching trial balance; save to server	RM	3/30/2024	RM
3.3 Confirm proper recognition of DSA revenue	RM	3/30/2024	RM
Prepaid Expenses			
4.1 Update prepaid expense tracker	RM	3/30/2024	RM
Reconcile Intercompany accounts			
5.1 Produce Revenue/Expense allocation (quarterly only)	RM	N/A	RM
Reporting			
6.1 Run Statement of Revenues and Expenditures	RM	3/30/2024	RM
6.2 Run balance sheet report	RM	3/30/2024	RM
6.3 Run trial balance report	RM	3/30/2024	RM
6.4 Run SUNSHS balance report	RM	3/30/2024	RM
6.5 Run Monthly Forecast Balance Report	RM	3/30/2024	RM
6.6 Run Vendor Invoice Report	RM	3/30/2024	RM
Review			
Generate AJE for GASB 87 recognition	RM	3/30/2024	RM
Ensure any other liability accounts are current and reconcile as necessary	RM	3/30/2024	RM
Review and analyze month-end financial data; record adjustments as necessary	RM	3/30/2024	RM
Generate budget report for executive team (Quarterly) (in effect 12/31/23)	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: 03/30/2024

Chief Integrity and Accountability Officer: _____

Date: _____

Chief Executive Officer: _____

Date: _____

Finance Committee: _____


Date: _____

Nevada State High School
Monthly Closeout Checklist

Month/Year: March 2024

Activity/Task	Owner	Date	Initial
Cash Accounts			
1.1 Reconcile bank accounts and verify bank balances matches bank statements	RM	4/9/2024	RM
1.2 Review outstanding checks/deposits for old transactions	RM	4/9/2024	RM
1.3 Prepare monthly bank reconciliation report for leadership	RM	4/9/2024	RM
Accounts Payable			
2.1 Generate A/P Aging report (TV) and verify matching trial balance	RM	4/10/2024	RM
Accounts Receivable			
3.1 Review and post outstanding A/R and cash receipts	RM	4/10/2024	RM
3.2 Generate A/R Aging report and verify matching trial balance; save to server	RM	4/10/2024	RM
3.3 Confirm proper recognition of DSA revenue	RM	4/10/2024	RM
Prepaid Expenses			
4.1 Update prepaid expense tracker	RM	4/10/2024	RM
Reconcile Intercompany accounts			
5.1 Produce Revenue/Expense allocation (quarterly only)	RM	4/10/2024	RM
Reporting			
6.1 Run Statement of Revenues and Expenditures	RM	4/10/2024	RM
6.2 Run balance sheet report	RM	4/10/2024	RM
6.3 Run trial balance report	RM	4/10/2024	RM
6.4 Run SUNSHS balance report	RM	4/10/2024	RM
6.5 Run Monthly Forecast Balance Report	RM	4/10/2024	RM
6.6 Run Vendor Invoice Report	RM	4/10/2024	RM
Review			
Generate AJE for GASB 87 recognition	RM	4/10/2024	RM
Ensure any other liability accounts are current and reconcile as necessary	RM	4/10/2024	RM
Review and analyze month-end financial data; record adjustments as necessary	RM	4/10/2024	RM
Generate budget report for executive team (Quarterly) (in effect 12/31/23)	RM	4/10/2024	RM
Generate full final financial package and complete month-end financial statements for executive team and Finance Committee(Quarterly)	RM	4/10/2024	RM
Distribute appropriate reports to executive team and Finance Committee (Quarterly)	RM	4/10/2024	RM

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Finance Director: 
 Date: 04/10/2024

Chief Integrity and Accountability Officer: _____
 Date: _____

Chief Executive Officer: _____
 Date: _____

Finance Committee: _____
 Date: _____