

CFO CHECKLIST

JANUARY
FEBRUARY
MARCH
APRIL

MAY
JUNE
JULY
AUGUST

SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER

WEEKLY
QUARTERLY
SEMI-ANNUAL
ANNUAL

CALENDAR YEAR-END
FISCAL YEAR-END

JANUARY

ACTION	METHOD	TIMEFRAME
<input checked="" type="checkbox"/> Budget Planning/ Planning Allotments	Begin new budget year preparations	December - January
<input checked="" type="checkbox"/> Payroll	Timekeeper, etc.	All month
<input checked="" type="checkbox"/> Close Month/Create File for DPI Pickup		By the first day of the month
<input checked="" type="checkbox"/> Balance 941 & Payroll Trial Balance	Trial Balance & Tax Reports	First week of the month
<input checked="" type="checkbox"/> Retirement System Data	File Transfer	By the 5th day of the month
<input checked="" type="checkbox"/> Monthly General Ledger for Directors	Financial Software System	By the 5th day of the month
<input checked="" type="checkbox"/> Months/Positions Used Reports	State Licensure Software	By the 5th of the month
<input checked="" type="checkbox"/> Balance Monthly Payroll Deduction Invoices	Print deduction register & balance checks to invoice	By the 5th of the month

JANUARY - CONTINUED

ACTION	METHOD	TIMEFRAME
✓ Balance DBS/MFR Report (State/Federal)	DPI transmitted report to LEA	By the 3rd week of the month
✓ Verify Individual School Reports	Bank reconciliation, statement of rec./dist., ticket reconciliations, fundraiser reconciliations	By the 3rd week of the month
✓ LGC Report of Cash Balances	<u>State Treasurer website</u>	December due by January 25
✓ BUD Transactions	BUD System	As needed
✓ Time & Effort Reporting	Timesheets for employees paid with federal dollars	As required
✓ Bank Reconciliation (State & Federal)	Core Banking Download	Bank statement download date
✓ Bank Reconciliation (Local/Capital Outlay)	Downloads or Manual	Bank statement arrival date
✓ DPI Allotment Revisions	Download from DPI	Post as they are received
✓ Key Transportations TD 19's via BUD	Get from Transportation Director	

JANUARY - CONTINUED

ACTION	METHOD	TIMEFRAME
<input checked="" type="checkbox"/> Approve Charter School Invoice & Process	Received Invoices from Charters <i>*Be sure to check student addresses</i>	
<input checked="" type="checkbox"/> Prepare reports for Direct Paid Grants for Reimbursement	Direct Grant Format	
<input checked="" type="checkbox"/> Record BJE's on General Ledger		
<input checked="" type="checkbox"/> Budget Balance Recon Report (State/Federal)	Download from DPI <i>*Review if out of balance with MFR</i>	
<input checked="" type="checkbox"/> DPI Cash Monitoring Requirements		
<input checked="" type="checkbox"/> Refund State/Federal Overdrafts		
<input checked="" type="checkbox"/> Monitor Audit Exceptions	Licenced/Salary <i>*Work with HR to clear</i>	After DPI loads salaries
<input checked="" type="checkbox"/> PowerSchool Monthly Reports		

FEBRUARY

ACTION	METHOD	TIMEFRAME
✓ Payroll	Timekeeper, etc.	All month
✓ Close Month/Create File for DPI Pickup		By the first day of the month
✓ Balance 941 & Payroll Trial Balance	Trial Balance & Tax Reports	First week of the month
✓ Retirement System Data	File Transfer	By the 5th day of the month
✓ Monthly General Ledger for Directors	Financial Software System	By the 5th day of the month
✓ Months/Positions Used Reports	State Licensure Software	By the 5th of the month
✓ Balance Monthly Payroll Deduction Invoices	Print deduction register & balance checks to invoice	By the 5th of the month
✓ Balance DBS/MFR Report (State/Federal)	DPI transmitted report to LEA	By the 3rd week of the month
✓ Verify Individual School Reports	Bank reconciliation, statement of rec./dist., ticket reconciliations, fundraiser reconciliations	By the 3rd week of the month
✓ BUD Transactions	BUD System	As needed

FEBRUARY - CONTINUED

ACTION	METHOD	TIMEFRAME
✓ Time & Effort Reporting	Timesheets for employees paid with federal dollars	As required
✓ Bank Reconciliation (State & Federal)	Core Banking Download	Bank statement download date
✓ Bank Reconciliation (Local/Capital Outlay)	Downloads or Manual	Bank statement arrival date
✓ DPI Allotment Revisions	Download from DPI	Post as they are received
✓ Key Transportations TD 19's via BUD	Get from Transportation Director	
✓ Approve Charter School Invoice & Process	Received Invoices from Charters <i>*Be sure to check student addresses</i>	
✓ Prepare reports for Direct Paid Grants for Reimbursement	Direct Grant Format	
✓ Record BJE's on General Ledger		
✓ Budget Balance Recon Report (State/Federal)	Download from DPI <i>*Review if out of balance with MFR</i>	

FEBRUARY - CONTINUED

ACTION	METHOD	TIMEFRAME
<input checked="" type="checkbox"/> DPI Cash Monitoring Requirements		
<input checked="" type="checkbox"/> Refund State/Federal Overdrafts		
<input checked="" type="checkbox"/> Monitor Audit Exceptions	Licensed/Salary <i>*Work with HR to clear</i>	After DPI loads salaries
<input checked="" type="checkbox"/> PowerSchool Monthly Reports		

MARCH

ACTION	METHOD	TIMEFRAME
<input checked="" type="checkbox"/> Payroll	Timekeeper, etc.	All month
<input checked="" type="checkbox"/> Close Month/Create File for DPI Pickup		By the first day of the month
<input checked="" type="checkbox"/> Balance 941 & Payroll Trial Balance	Trial Balance & Tax Reports	First week of the month
<input checked="" type="checkbox"/> Retirement System Data	File Transfer	By the 5th day of the month
<input checked="" type="checkbox"/> Monthly General Ledger for Directors	Financial Software System	By the 5th day of the month

MARCH - CONTINUED

ACTION	METHOD	TIMEFRAME
✓ Months/Positions Used Reports	State Licensure Software	By the 5th of the month
✓ Balance Monthly Payroll Deduction Invoices	Print deduction register & balance checks to invoice	By the 5th of the month
✓ Balance DBS/MFR Report (State/Federal)	DPI transmitted report to LEA	By the 3rd week of the month
✓ Verify Individual School Reports	Bank reconciliation, statement of rec./dist., ticket reconciliations, fundraiser reconciliations	By the 3rd week of the month
✓ BUD Transactions	BUD System	As needed
✓ Time & Effort Reporting	Timesheets for employees paid with federal dollars	As required
✓ Bank Reconciliation (State & Federal)	Core Banking Download	Bank statement download date
✓ Bank Reconciliation (Local/Capital Outlay)	Downloads or Manual	Bank statement arrival date
✓ DPI Allotment Revisions	Download from DPI	Post as they are received

MARCH - CONTINUED

ACTION	METHOD	TIMEFRAME
<input checked="" type="checkbox"/> Key Transportations TD 19's via BUD	Get from Transportation Director	
<input checked="" type="checkbox"/> Approve Charter School Invoice & Process	Received Invoices from Charters <i>*Be sure to check student addresses</i>	
<input checked="" type="checkbox"/> Prepare reports for Direct Paid Grants for Reimbursement	Direct Grant Format	
<input checked="" type="checkbox"/> Record BJE's on General Ledger		
<input checked="" type="checkbox"/> Budget Balance Recon Report (State/Federal)	Download from DPI <i>*Review if out of balance with MFR</i>	
<input checked="" type="checkbox"/> DPI Cash Monitoring Requirements		
<input checked="" type="checkbox"/> Refund State/Federal Overdrafts		
<input checked="" type="checkbox"/> Monitor Audit Exceptions	Licenced/Salary <i>*Work with HR to clear</i>	After DPI loads salaries
<input checked="" type="checkbox"/> PowerSchool Monthly Reports		

APRIL

ACTION	METHOD	TIMEFRAME
✓ Payroll	Timekeeper, etc.	All month
✓ Close Month/Create File for DPI Pickup		By the first day of the month
✓ Needs Based Public School Capital Fund (NBPSCF) Annual Report due to DPI		On or before April 1
✓ Balance 941 & Payroll Trial Balance	Trial Balance & Tax Reports	First week of the month
✓ Retirement System Data	File Transfer	By the 5th day of the month
✓ Monthly General Ledger for Directors	Financial Software System	By the 5th day of the month
✓ Months/Positions Used Reports	State Licensure Software	By the 5th of the month
✓ Balance Monthly Payroll Deduction Invoices	Print deduction register & balance checks to invoice	By the 5th of the month
✓ Balance DBS/MFR Report (State/Federal)	DPI transmitted report to LEA	By the 3rd week of the month
✓ Verify Individual School Reports	Bank reconciliation, statement of rec./dist., ticket reconciliations, fundraiser reconciliations	By the 3rd week of the month

APRIL - CONTINUED

ACTION	METHOD	TIMEFRAME
✓ BUD Transactions	BUD System	As needed
✓ Time & Effort Reporting	Timesheets for employees paid with federal dollars	As required
✓ Bank Reconciliation (State & Federal)	Core Banking Download	Bank statement download date
✓ Bank Reconciliation (Local/Capital Outlay)	Downloads or Manual	Bank statement arrival date
✓ DPI Allotment Revisions	Download from DPI	Post as they are received
✓ Key Transportations TD 19's via BUD	Get from Transportation Director	
✓ Approve Charter School Invoice & Process	Received Invoices from Charters <i>*Be sure to check student addresses</i>	
✓ Prepare reports for Direct Paid Grants for Reimbursement	Direct Grant Format	
✓ Record BJE's on General Ledger		
✓ Budget Balance Recon Report (State/Federal)	Download from DPI <i>*Review if out of balance with MFR</i>	

APRIL - CONTINUED

ACTION	METHOD	TIMEFRAME
<input checked="" type="checkbox"/> DPI Cash Monitoring Requirements		
<input checked="" type="checkbox"/> Refund State/Federal Overdrafts		
<input checked="" type="checkbox"/> Monitor Audit Exceptions	Licensed/Salary <i>*Work with HR to clear</i>	After DPI loads salaries
<input checked="" type="checkbox"/> PowerSchool Monthly Reports		

MAY

ACTION	METHOD	TIMEFRAME
<input checked="" type="checkbox"/> Payroll	Timekeeper, etc.	All month
<input checked="" type="checkbox"/> Close Month/Create File for DPI Pickup		By the first day of the month
<input checked="" type="checkbox"/> Budget Preparations to Board		By May 1
<input checked="" type="checkbox"/> Balance 941 & Payroll Trial Balance	Trial Balance & Tax Reports	First week of the month
<input checked="" type="checkbox"/> Retirement System Data	File Transfer	By the 5th day of the month

MAY - CONTINUED

ACTION	METHOD	TIMEFRAME
✓ Monthly General Ledger for Directors	Financial Software System	By the 5th day of the month
✓ Months/Positions Used Reports	State Licensure Software	By the 5th of the month
✓ Balance Monthly Payroll Deduction Invoices	Print deduction register & balance checks to invoice	By the 5th of the month
✓ Budget to Commissioners		By May 15
✓ Balance DBS/MFR Report (State/Federal)	DPI transmitted report to LEA	By the 3rd week of the month
✓ Verify Individual School Reports	Bank reconciliation, statement of rec./dist., ticket reconciliations, fundraiser reconciliations	By the 3rd week of the month
✓ BUD Transactions	BUD System	As needed
✓ Time & Effort Reporting	Timesheets for employees paid with federal dollars	As required
✓ Bank Reconciliation (State & Federal)	Core Banking Download	Bank statement download date

MAY - CONTINUED

ACTION	METHOD	TIMEFRAME
<input checked="" type="checkbox"/> Bank Reconciliation (Local/Capital Outlay)	Downloads or Manual	Bank statement arrival date
<input checked="" type="checkbox"/> DPI Allotment Revisions	Download from DPI	Post as they are received
<input checked="" type="checkbox"/> Key Transportations TD 19's via BUD	Get from Transportation Director	
<input checked="" type="checkbox"/> Approve Charter School Invoice & Process	Received Invoices from Charters <i>*Be sure to check student addresses</i>	
<input checked="" type="checkbox"/> Prepare reports for Direct Paid Grants for Reimbursement	Direct Grant Format	
<input checked="" type="checkbox"/> Record BJE's on General Ledger		
<input checked="" type="checkbox"/> Budget Balance Recon Report (State/Federal)	Download from DPI <i>*Review if out of balance with MFR</i>	
<input checked="" type="checkbox"/> DPI Cash Monitoring Requirements		
<input checked="" type="checkbox"/> Refund State/Federal Overdrafts		

MAY - CONTINUED

ACTION	METHOD	TIMEFRAME
<input checked="" type="checkbox"/> Monitor Audit Exceptions	Licenced/Salary <i>*Work with HR to clear</i>	After DPI loads salaries
<input checked="" type="checkbox"/> PowerSchool Monthly Reports		

JUNE

ACTION	METHOD	TIMEFRAME
<input checked="" type="checkbox"/> Payroll	Timekeeper, etc.	All month
<input checked="" type="checkbox"/> Close Month/Create File for DPI Pickup		By the first day of the month
<input checked="" type="checkbox"/> Balance 941 & Payroll Trial Balance	Trial Balance & Tax Reports	First week of the month
<input checked="" type="checkbox"/> Retirement System Data	File Transfer	By the 5th day of the month
<input checked="" type="checkbox"/> Monthly General Ledger for Directors	Financial Software System	By the 5th day of the month
<input checked="" type="checkbox"/> Months/Positions Used Reports	State Licensure Software	By the 5th of the month
<input checked="" type="checkbox"/> Balance Monthly Payroll Deduction Invoices	Print deduction register & balance checks to invoice	By the 5th of the month
<input checked="" type="checkbox"/> Days Missed Survey Due to DPI	Online Survey	Mid-June

JUNE - CONTINUED

ACTION	METHOD	TIMEFRAME
✓ Balance DBS/MFR Report (State/Federal)	DPI transmitted report to LEA	By the 3rd week of the month
✓ Verify Individual School Reports	Bank reconciliation, statement of rec./dist., ticket reconciliations, fundraiser reconciliations	By the 3rd week of the month
✓ MoEquity Survey or the Waiver due to DPI		Prior to June 30
✓ Adopt an Interim Resolution	At June Board Meeting	Prior to June 30
✓ BUD Transactions	BUD System	As needed
✓ Time & Effort Reporting	Timesheets for employees paid with federal dollars	As required
✓ Bank Reconciliation (State & Federal)	Core Banking Download	Bank statement download date
✓ Bank Reconciliation (Local/Capital Outlay)	Downloads or Manual	Bank statement arrival date
✓ DPI Allotment Revisions	Download from DPI	Post as they are received
✓ Key Transportations TD 19's via BUD	Get from Transportation Director	

JUNE - CONTINUED

ACTION	METHOD	TIMEFRAME
<input checked="" type="checkbox"/> Approve Charter School Invoice & Process	Received Invoices from Charters <i>*Be sure to check student addresses</i>	
<input checked="" type="checkbox"/> Prepare reports for Direct Paid Grants for Reimbursement	Direct Grant Format	
<input checked="" type="checkbox"/> Record BJE's on General Ledger		
<input checked="" type="checkbox"/> Budget Balance Recon Report (State/Federal)	Download from DPI <i>*Review if out of balance with MFR</i>	
<input checked="" type="checkbox"/> DPI Cash Monitoring Requirements		
<input checked="" type="checkbox"/> Refund State/Federal Overdrafts		
<input checked="" type="checkbox"/> Monitor Audit Exceptions	Licenced/Salary <i>*Work with HR to clear</i>	After DPI loads salaries
<input checked="" type="checkbox"/> PowerSchool Monthly Reports		

JULY

ACTION	METHOD	TIMEFRAME
✓ Payroll	Timekeeper, etc.	All month
✓ Close Month/Create File for DPI Pickup		By the first day of the month
✓ Balance 941 & Payroll Trial Balance	Trial Balance & Tax Reports	First week of the month
✓ Retirement System Data	File Transfer	By the 5th day of the month
✓ Monthly General Ledger for Directors	Financial Software System	By the 5th day of the month
✓ Months/Positions Used Reports	State Licensure Software	By the 5th of the month
✓ Balance Monthly Payroll Deduction Invoices	Print deduction register & balance checks to invoice	By the 5th of the month
✓ Balance DBS/MFR Report (State/Federal)	DPI transmitted report to LEA	By the 3rd week of the month
✓ Verify Individual School Reports	Bank reconciliation, statement of rec./dist., ticket reconciliations, fundraiser reconciliations	By the 3rd week of the month
✓ LGC Report of Cash Balances	<u>State Treasurer website</u>	June due by July 25

JULY - CONTINUED

ACTION	METHOD	TIMEFRAME
✓ BUD Transactions	BUD system	As needed
✓ Time & Effort Reporting	Timesheets for employees paid with federal dollars	As required
✓ Bank Reconciliation (State & Federal)	Core Banking Download	Bank statement download date
✓ Bank Reconciliation (Local/Capital Outlay)	Downloads or Manual	Bank statement arrival date
✓ DPI Allotment Revisions	Download from DPI	Post as they are received
✓ Key Transportations TD 19's via BUD	Get from Transportation Director	
✓ Approve Charter School Invoice & Process	Received Invoices from Charters <i>*Be sure to check student addresses</i>	
✓ Prepare reports for Direct Paid Grants for Reimbursement	Direct Grant Format	
✓ Record BJE's on General Ledger		
✓ Budget Balance Recon Report (State/Federal)	Download from DPI <i>*Review if out of balance with MFR</i>	

JULY - CONTINUED

ACTION	METHOD	TIMEFRAME
<input checked="" type="checkbox"/> DPI Cash Monitoring Requirements		
<input checked="" type="checkbox"/> Refund State/Federal Overdrafts		
<input checked="" type="checkbox"/> Monitor Audit Exceptions	Licensed/Salary <i>*Work with HR to clear</i>	After DPI loads salaries
<input checked="" type="checkbox"/> PowerSchool Monthly Reports		

AUGUST

ACTION	METHOD	TIMEFRAME
<input checked="" type="checkbox"/> Pupil Transportation Report	Provide financial data to Transportation Director	Due in August
<input checked="" type="checkbox"/> Payroll	Timekeeper, etc.	All month
<input checked="" type="checkbox"/> Close Month/Create File for DPI Pickup		By the first day of the month
<input checked="" type="checkbox"/> Balance 941 & Payroll Trial Balance	Trial Balance & Tax Reports	First week of the month
<input checked="" type="checkbox"/> Retirement System Data	File Transfer	By the 5th day of the month

AUGUST - CONTINUED

ACTION	METHOD	TIMEFRAME
✓ Monthly General Ledger for Directors	Financial Software System	By the 5th day of the month
✓ Months/Positions Used Reports	State Licensure Software	By the 5th of the month
✓ Balance Monthly Payroll Deduction Invoices	Print deduction register & balance checks to invoice	By the 5th of the month
✓ Balance DBS/MFR Report (State/Federal)	DPI transmitted report to LEA	By the 3rd week of the month
✓ Verify Individual School Reports	Bank reconciliation, statement of rec./dist., ticket reconciliations, fundraiser reconciliations	By the 3rd week of the month
✓ BUD Transactions	BUD System	As needed
✓ Time & Effort Reporting	Timesheets for employees paid with federal dollars	As required
✓ Bank Reconciliation (State & Federal)	Core Banking Download	Bank statement download date
✓ Bank Reconciliation (Local/Capital Outlay)	Downloads or Manual	Bank statement arrival date
✓ DPI Allotment Revisions	Download from DPI	Post as they are received

AUGUST - CONTINUED

ACTION	METHOD	TIMEFRAME
<input checked="" type="checkbox"/> Key Transportations TD 19's via BUD	Get from Transportation Director	
<input checked="" type="checkbox"/> Approve Charter School Invoice & Process	Received Invoices from Charters <i>*Be sure to check student addresses</i>	
<input checked="" type="checkbox"/> Prepare reports for Direct Paid Grants for Reimbursement	Direct Grant Format	
<input checked="" type="checkbox"/> Record BJE's on General Ledger		
<input checked="" type="checkbox"/> Budget Balance Recon Report (State/Federal)	Download from DPI <i>*Review if out of balance with MFR</i>	
<input checked="" type="checkbox"/> DPI Cash Monitoring Requirements		
<input checked="" type="checkbox"/> Refund State/Federal Overdrafts		
<input checked="" type="checkbox"/> Monitor Audit Exceptions	Licenced/Salary <i>*Work with HR to clear</i>	After DPI loads salaries
<input checked="" type="checkbox"/> PowerSchool Monthly Reports		

SEPTEMBER

ACTION	METHOD	TIMEFRAME
<input checked="" type="checkbox"/> Maintenance of Fiscal Effort Report for the Education Handicapped Act	DPI web report that Exc Child. Dir. completes - expenditure information usually provided by the Finance Dept.	Due in September - no longer have to submit Excess Cost Report, but completing report will help you get expense info.
<input checked="" type="checkbox"/> Payroll	Timekeeper, etc.	All month
<input checked="" type="checkbox"/> Close Month/Create File for DPI Pickup		By the first day of the month
<input checked="" type="checkbox"/> Balance 941 & Payroll Trial Balance	Trial Balance & Tax Reports	First week of the month
<input checked="" type="checkbox"/> Retirement System Data	File Transfer	By the 5th day of the month
<input checked="" type="checkbox"/> Monthly General Ledger for Directors	Financial Software System	By the 5th day of the month
<input checked="" type="checkbox"/> Months/Positions Used Reports	State Licensure Software	By the 5th of the month
<input checked="" type="checkbox"/> Balance Monthly Payroll Deduction Invoices	Print deduction register & balance checks to invoice	By the 5th of the month
<input checked="" type="checkbox"/> Balance DBS/MFR Report (State/Federal)	DPI transmitted report to LEA	By the 3rd week of the month

SEPTEMBER - CONTINUED

ACTION	METHOD	TIMEFRAME
<input checked="" type="checkbox"/> Verify Individual School Reports	Bank reconciliation, statement of rec./dist., ticket reconciliations, fundraiser reconciliations	By the 3rd week of the month
<input checked="" type="checkbox"/> BUD Transactions	BUD system	As needed
<input checked="" type="checkbox"/> Time & Effort Reporting	Timesheets for employees paid with federal dollars	As required
<input checked="" type="checkbox"/> Bank Reconciliation (State & Federal)	Core Banking Download	Bank statement download date
<input checked="" type="checkbox"/> Bank Reconciliation (Local/Capital Outlay)	Downloads or Manual	Bank statement arrival date
<input checked="" type="checkbox"/> DPI Allotment Revisions	Download from DPI	Post as they are received
<input checked="" type="checkbox"/> Key Transportations TD 19's via BUD	Get from Transportation Director	
<input checked="" type="checkbox"/> Approve Charter School Invoice & Process	Received Invoices from Charters <i>*Be sure to check student addresses</i>	
<input checked="" type="checkbox"/> Prepare reports for Direct Paid Grants for Reimbursement	Direct Grant Format	

SEPTEMBER - CONTINUED

ACTION	METHOD	TIMEFRAME
<input checked="" type="checkbox"/> Record BJE's on General Ledger		
<input checked="" type="checkbox"/> Budget Balance Recon Report (State/Federal)	Download from DPI <i>*Review if out of balance with MFR</i>	
<input checked="" type="checkbox"/> DPI Cash Monitoring Requirements		
<input checked="" type="checkbox"/> Refund State/Federal Overdrafts		
<input checked="" type="checkbox"/> Monitor Audit Exceptions	Licenced/Salary <i>*Work with HR to clear</i>	After DPI loads salaries
<input checked="" type="checkbox"/> PowerSchool Monthly Reports		
<input checked="" type="checkbox"/> Real Property Federal Interest Survey and Template due to DPI		
<input checked="" type="checkbox"/> Voluntary Shared Leave Report due to DPI		

OCTOBER

ACTION	METHOD	TIMEFRAME
✓ Payroll	Timekeeper, etc.	All month
✓ Close Month/Create File for DPI Pickup		By the first day of the month
✓ School Nutrition Annual Report (FC1-A) Report due to DPI		By October 1
✓ Balance 941 & Payroll Trial Balance	Trial Balance & Tax Reports	First week of the month
✓ Retirement System Data	File Transfer	By the 5th day of the month
✓ Monthly General Ledger for Directors	Financial Software System	By the 5th day of the month
✓ Months/Positions Used Reports	State Licensure Software	By the 5th of the month
✓ Balance Monthly Payroll Deduction Invoices	Print deduction register & balance checks to invoice	By the 5th of the month
✓ Prior Year Expenditure Report due on your school district's website		By October 15
✓ Balance DBS/MFR Report (State/Federal)	DPI transmitted report to LEA	By the 3rd week of the month

OCTOBER - CONTINUED

ACTION	METHOD	TIMEFRAME
<input checked="" type="checkbox"/> Verify Individual School Reports	Bank reconciliation, statement of rec./dist., ticket reconciliations, fundraiser reconciliations	By the 3rd week of the month
<input checked="" type="checkbox"/> Audit	Annual audit completed by a CPA firm	Due to LGC by October 31
<input checked="" type="checkbox"/> BUD Transactions	BUD System	As needed
<input checked="" type="checkbox"/> Time & Effort Reporting	Timesheets for employees paid with federal dollars	As required
<input checked="" type="checkbox"/> Bank Reconciliation (State & Federal)	Core Banking Download	Bank statement download date
<input checked="" type="checkbox"/> Bank Reconciliation (Local/Capital Outlay)	Downloads or Manual	Bank statement arrival date
<input checked="" type="checkbox"/> DPI Allotment Revisions	Download from DPI	Post as they are received
<input checked="" type="checkbox"/> Key Transportations TD 19's via BUD	Get from Transportation Director	
<input checked="" type="checkbox"/> Approve Charter School Invoice & Process	Received Invoices from Charters *Be sure to check student addresses	

OCTOBER - CONTINUED

ACTION	METHOD	TIMEFRAME
<input checked="" type="checkbox"/> Prepare reports for Direct Paid Grants for Reimbursement	Direct Grant Format	
<input checked="" type="checkbox"/> Record BJE's on General Ledger		
<input checked="" type="checkbox"/> Budget Balance Recon Report (State/Federal)	Download from DPI *Review if out of balance with MFR	
<input checked="" type="checkbox"/> DPI Cash Monitoring Requirements		
<input checked="" type="checkbox"/> Refund State/Federal Overdrafts		
<input checked="" type="checkbox"/> Monitor Audit Exceptions	Licenced/Salary *Work with HR to clear	After DPI loads salaries
<input checked="" type="checkbox"/> PowerSchool Monthly Reports		
<input checked="" type="checkbox"/> Charter School Membership Survey and Local Per Pupil Template due to DPI		
<input checked="" type="checkbox"/> Financial Statement Audits due to DPI		
<input checked="" type="checkbox"/> SS200 Full Time Personnel Report due to DPI		By October 31

OCTOBER - CONTINUED

ACTION

METHOD

TIMEFRAME

SS300 Local Salary Supplement Report due to DPI

By October 31

Prior Year ABC Transfers due on your school district's website

NOVEMBER

ACTION

METHOD

TIMEFRAME

Payroll

Timekeeper, etc.

All month

Close Month/Create File for DPI Pickup

By the first day of the month

Escheats Report

Forms provided by State Treasurer

Due November 1

Balance 941 & Payroll Trial Balance

Trial Balance & Tax Reports

First week of the month

Retirement System Data

File Transfer

By the 5th day of the month

Monthly General Ledger for Directors

Financial Software System

By the 5th day of the month

Months/Positions Used Reports

State Licensure Software

By the 5th of the month

NOVEMBER - CONTINUED

ACTION	METHOD	TIMEFRAME
✓ Balance Monthly Payroll Deduction Invoices	Print deduction register & balance checks to invoice	By the 5th of the month
✓ Balance DBS/MFR Report (State/Federal)	DPI transmitted report to LEA	By the 3rd week of the month
✓ Verify Individual School Reports	Bank reconciliation, statement of rec./dist., ticket reconciliations, fundraiser reconciliations	By the 3rd week of the month
✓ BUD Transactions	BUD System	As needed
✓ Time & Effort Reporting	Timesheets for employees paid with federal dollars	As required
✓ Bank Reconciliation (State & Federal)	Core Banking Download	Bank statement download date
✓ Bank Reconciliation (Local/Capital Outlay)	Downloads or Manual	Bank statement arrival date
✓ DPI Allotment Revisions	Download from DPI	Post as they are received
✓ Key Transportations TD 19's via BUD	Get from Transportation Director	

NOVEMBER - CONTINUED

ACTION	METHOD	TIMEFRAME
<input checked="" type="checkbox"/> Approve Charter School Invoice & Process	Received Invoices from Charters <i>*Be sure to check student addresses</i>	
<input checked="" type="checkbox"/> Prepare reports for Direct Paid Grants for Reimbursement	Direct Grant Format	
<input checked="" type="checkbox"/> Record BJE's on General Ledger		
<input checked="" type="checkbox"/> Budget Balance Recon Report (State/Federal)	Download from DPI <i>*Review if out of balance with MFR</i>	
<input checked="" type="checkbox"/> DPI Cash Monitoring Requirements		
<input checked="" type="checkbox"/> Refund State/Federal Overdrafts		
<input checked="" type="checkbox"/> Monitor Audit Exceptions	Licenced/Salary <i>*Work with HR to clear</i>	After DPI loads salaries
<input checked="" type="checkbox"/> PowerSchool Monthly Reports		
<input checked="" type="checkbox"/> ESC Occupational Employment Report	Form provided by ESC	Mandatory report you receive in November

DECEMBER

ACTION	METHOD	TIMEFRAME
✓ Payroll	Timekeeper, etc.	All month
✓ Close Month/Create File for DPI Pickup		By the first day of the month
✓ Balance 941 & Payroll Trial Balance	Trial Balance & Tax Reports	First week of the month
✓ Retirement System Data	File Transfer	By the 5th day of the month
✓ Monthly General Ledger for Directors	Financial Software System	By the 5th day of the month
✓ Months/Positions Used Reports	State Licensure Software	By the 5th of the month
✓ Balance Monthly Payroll Deduction Invoices	Print deduction register & balance checks to invoice	By the 5th of the month
✓ Balance DBS/MFR Report (State/Federal)	DPI transmitted report to LEA	By the 3rd week of the month
✓ Verify Individual School Reports	Bank reconciliation, statement of rec./dist., ticket reconciliations, fundraiser reconciliations	By the 3rd week of the month
✓ BUD Transactions	BUD System	As needed

DECEMBER - CONTINUED

ACTION	METHOD	TIMEFRAME
✓ Time & Effort Reporting	Timesheets for employees paid with federal dollars	As required
✓ Bank Reconciliation (State & Federal)	Core Banking Download	Bank statement download date
✓ Bank Reconciliation (Local/Capital Outlay)	Downloads or Manual	Bank statement arrival date
✓ DPI Allotment Revisions	Download from DPI	Post as they are received
✓ Key Transportations TD 19's via BUD	Get from Transportation Director	
✓ Approve Charter School Invoice & Process	Received Invoices from Charters <i>*Be sure to check student addresses</i>	
✓ Prepare reports for Direct Paid Grants for Reimbursement	Direct Grant Format	
✓ Record BJE's on General Ledger		
✓ Budget Balance Recon Report (State/Federal)	Download from DPI <i>*Review if out of balance with MFR</i>	

DECEMBER - CONTINUED

ACTION	METHOD	TIMEFRAME
✓ DPI Cash Monitoring Requirements		
✓ Refund State/Federal Overdrafts		
✓ Monitor Audit Exceptions	Licensed/Salary <i>*Work with HR to clear</i>	After DPI loads salaries
✓ PowerSchool Monthly Reports		
✓ Budget Planning/ Planning Allotments	Begin new budget year preparations	December - January
✓ Year End Unemployment Benefits Insurance Invoices to be processed		

WEEKLY TASKS

ACTION	METHOD	TIMEFRAME
✓ Meet with staff on one designated date	Discuss reminders and other issues	First week of every month
✓ Sign purchase orders in a timely manner		Daily
✓ Attend meetings to understand District's objectives and goals		

WEEKLY TASKS - CONTINUED

ACTION	METHOD	TIMEFRAME
<input checked="" type="checkbox"/> Accounts Payable	Invoices/Approval	Cut checks on Thursdays and mail on Fridays or twice a week
<input checked="" type="checkbox"/> Order State and Federal Cash		

QUARTERLY TASKS

ACTION	METHOD	TIMEFRAME
<input checked="" type="checkbox"/> IRS Quarterly Tax Report (941)	<u>Sent to IRS on IRS form</u>	By the form due date
<input checked="" type="checkbox"/> NCDOR Quarterly Tax Report	<u>Sent to DOR on DOR form</u>	By the form due date
<input checked="" type="checkbox"/> ESC Quarterly Report	<u>Website Reporting</u>	By the form due date
<input checked="" type="checkbox"/> ESC Multiple Worksite Report	<u>Form provided by ESC</u>	By the form due date
<input checked="" type="checkbox"/> Historically Underutilized Business (HUB) Report	<u>Website Reporting</u>	By the form due date
<input checked="" type="checkbox"/> E-Procurement Participation Report (if applicable)	Financial software report	By the form due date

QUARTERLY TASKS - CONTINUED

ACTION	METHOD	TIMEFRAME
<input checked="" type="checkbox"/> N.C. Medicaid Certification	Provided by vendor	By the form due date
<input checked="" type="checkbox"/> Review outstanding checklist over 60 days	Contact individual/business	
<input checked="" type="checkbox"/> Quarterly Direct Paid Grants	Direct Grant format	
<input checked="" type="checkbox"/> <u>Verify the user listing (and their rights) in CORE Bank</u>		

SEMI-ANNUAL TASKS

ACTION	METHOD	TIMEFRAME
<input checked="" type="checkbox"/> Time and Effort Reporting (Federally Funded)	Timesheets for employees paid with federal dollars	As required
<input checked="" type="checkbox"/> Annual Financial Report	Account codes indicate State, Federal or Local	
<input checked="" type="checkbox"/> <u>Verify and review the access rights of all administrator accounts in CORE Bank</u>		

ANNUAL TASKS

ACTION	METHOD	TIMEFRAME
<input checked="" type="checkbox"/> Develop budget calendar for districts	Outline budget meeting with leadership and Board of Education	
<input checked="" type="checkbox"/> Adopt formal budget resolution in new fiscal year		Adopt once budget is finalized for new year - sets parameters for budget amendments
<input checked="" type="checkbox"/> Calculate anti-spiking liability and report to BOE and Commissioners	Use retirement system letter and formula	Not specified <i>*May want to reserve fund balance</i>
<input checked="" type="checkbox"/> Corrective action report (if necessary) to respond to audit findings		Due within 30 days of audit completion date
<input checked="" type="checkbox"/> Fixed Assets		Conduct annual verification
<input checked="" type="checkbox"/> Individual Schools		Conduct random audits
<input checked="" type="checkbox"/> Unemployment Report Claims	Information provided by DPI	

CALENDAR YEAR-END TASKS

ACTION	METHOD	TIMEFRAME
<input checked="" type="checkbox"/> <u>Tax Tables</u> (Federal and State)		Before first January payroll
<input checked="" type="checkbox"/> Financial Software Checklist	Follow software guidelines	January
<input checked="" type="checkbox"/> W-2 Balancing and Distribution to Employees		January
<input checked="" type="checkbox"/> 1099's to Contracted Vendors		January
<input checked="" type="checkbox"/> Accuware Software to Verify Accuracy		January <i>*Will need a password</i>
<input checked="" type="checkbox"/> W-2 and 1099 Transmittal to IRS and DOR	File upload to IRS	February - March
<input checked="" type="checkbox"/> ACA 1095 Information to State Health Plan	Communication with State Treasurer	January - February
<input checked="" type="checkbox"/> ACA Look-Back Period for Employees	Established look-back period	

FISCAL YEAR-END TASKS

ACTION	METHOD	TIMEFRAME
<input checked="" type="checkbox"/> Record estimated June interest for Fund 2 and 4		With May bank statement
<input checked="" type="checkbox"/> Calculate worker's comp for all programs and send programs an invoice		By June
<input checked="" type="checkbox"/> Record State replacement school busses	DPI guidelines	By June
<input checked="" type="checkbox"/> Calculate fund balance for Fund 2, 4 and 8		June
<input checked="" type="checkbox"/> Make sure all dollars have been spent		First of June
<input checked="" type="checkbox"/> Double check dollar and position allotments		By June 1
<input checked="" type="checkbox"/> Final budget amendments complete		By June Board meeting
<input checked="" type="checkbox"/> Fuel inventory calculations and AJE		Middle of June

FISCAL YEAR-END TASKS - CONTINUED

ACTION	METHOD	TIMEFRAME
<input checked="" type="checkbox"/> Textbooks adjustments - AJE's and BJE's		Middle of June
<input checked="" type="checkbox"/> Purpose code rule		Middle of June
<input checked="" type="checkbox"/> Federal 10% rule (Administration rule too)		Middle of June
<input checked="" type="checkbox"/> Hospitalization credit/memo	202's	By middle of June
<input checked="" type="checkbox"/> All "More at Funds" should be spent by June 30		By June 30
<input checked="" type="checkbox"/> Calculate Fund 2 and Fund 8 carryover projects		End of June/ first of July
<input checked="" type="checkbox"/> Record Accounts Receivable		End of June/ first of July
<input checked="" type="checkbox"/> Record Accounts Payable		End of June/ first of July
<input checked="" type="checkbox"/> Clean up trial balance - all funds		
<input checked="" type="checkbox"/> Fixed assets	Make depreciation entry, balance reports	

FISCAL YEAR-END TASKS - CONTINUED

ACTION	METHOD	TIMEFRAME
<input checked="" type="checkbox"/> Child nutrition interfund BJE and AJE		
<input checked="" type="checkbox"/> Annual leave roll-over report		
<input checked="" type="checkbox"/> Calculate indirect cost for Fund 5	Can be done quarterly or semi-annually	
<input checked="" type="checkbox"/> Licensure exceptions cleared		
<input checked="" type="checkbox"/> <u>Public depository forms to each bank/ NC Treasurer office</u>		
<input checked="" type="checkbox"/> Auditor's request for audit needs		
<input checked="" type="checkbox"/> Bud Batches - all imported into financial system		
<input checked="" type="checkbox"/> Computer operations for new fiscal year	Carryover balance, set up new budgets	