

SONOMA COUNTY SCHOOLS
CLOSING CHECK-OFF LIST-- District/Charter Responsibilities

District/Charter name _____

DUE August 10, 2022

PRE- Closing Steps

- IT 1 **Fiscal Year-End in Escape**
- Clear all Prior Year Payables and Receivables (9510/9210)
 - Clear Outstanding Journal Entries
 - Verify all Assets Acquired in 2021-22 have been entered
 - Clear All Pending Status Fixed Assets
- FK 2 **Prior year receivables** (July 1, 2021 balances) in ALL funds have been **cleared, adjusted or determined valid.**
- 9211/9212 - Accts receivable
 - 9218/9219 - Due from Charter/District
 - 9290/9299 - A/R from other Govt (prior yr)
 - 9310- Due from Other Funds (set up in prior year)
- FK 3 **Prior year payables** (July 1, 2021 balances) in ALL funds have been **cleared, adjusted or determined valid.**
- 9518/9519- Due to Charter/District
 - 9590/9599 - A/P to other Govt (prior yr)
 - 9610- Due to Other Funds (set up in prior year)
 - 9650- Unearned Revenue

YEAR-END CLOSE PROCEDURES

- IT 4 **Blank Resource-Payroll Cleanup**
- Journal miscellaneous blank resource payroll related balances
- CG 5 **The LEA** has completed the emailed **county-wide accrual entries** in 2021-22
- a. District & Charter In Lieu of Property Tax - July 2022 entries made (Packet #1)
 - b. Special Education Entries have been made (Packet #2). Reverse in 2022-23
 - c. Other Entries and Information (Packet #3)
- JL 6 **Education Protection Account (EPA)**
- Move expense to resource, Post 2021-22 EPA report on web site (what funds received & how they were spent).
 - 2022-23 spending determinations approved by Board
- HR 7a **Federal and State Resources Closing**
- Clear any outstanding balances in closed or closing resources, re-run Fiscal13 to verify *Complete by*
 - In Escape Setup/Chart of Accounts: expire account strings and close resource codes *June 30, 2022*
- CA 8 **Use Tax Filing and Payment**
- a. 9580 - If transferring Use Tax liabilities from special funds to general fund, must be completed by June 24, 2022
 - b. Use Tax for 2020-21 filed and paid by July 29, 2022
- CA 9a Commercial warrant cancellations sent to Sarah Graves by end of day June 17, 2022

- CA 9b **Adjust to actual** the following balance sheet accounts (gxxx objects) in ALL funds.
- 9213 - Accounts Receivable - payroll
 - 9515- Stale Dated Warrants, unless it will be cleared in next fiscal year
 - 9530- Payroll Clearing
 - 9531- Vendor Clearing
 - 9538- Property Insurance liability
 - 9540-9511 - Voluntary Deductions
 - 9557- SDI withholding (if applicable)
 - 955x- Payroll liability accounts
 - 957x- Health Benefits liability accounts
- TL 9c 9530 - Classified School Employee Summer Assistance Program (CSESAP), liability entries (if participating)
- KL 10 Establish all 2021-22 accounts receivables in ESCAPE.
 Please provide a signed Ledger02 -Receivables/Liabilities Activity report to your accountant. This report must equal object 9229 in FY21.
- KL 11 Establish all 2021-22 accounts payable in ESCAPE.
 Please provide a signed Ledger02 -Receivables/Liabilities Activity report to your accountant. This report must equal object 9529 in FY21.
 Clear Fiscal Year-End Checklist Report, Fiscal 15
- FK 12 Due To/From and Loans (Inter Fund and TRANS)
 Temporary Loans (9315=9615) have been set-up, paid or restated, as necessary.
 All Due To's and Due From's (9310=9610) have been set-up, paid or restated, as necessary.
 Temporary Loans and Due To/Due From's are re-evaluated to determine if they are permanent and thus, should be restated as transfers.
 TRANS adjusting entry has been done to object 9641 (must be zero by 6/30, other than cross-year TRANS).
- FK 13 Revolving Cash and Stores Inventory (Asset = Reserve)
 Verify accuracy of balance in asset accounts 9130 and 9320.
 Set-up or adjust corresponding reserve balance in 9711 and 9712.
 Revolving Cash: object 9130 = object 9711
 Stores: object 9320 = object 9712
- DM 14 Special Education: IDEA Federal Revenue
 Update budget to reflect the current amount and expend money prior to year end as no carryover is allowed.
- CG 15 Federal Time Accounting - *Optional* Substitute System for employees with *multiple costs objectives* on *predetermined* schedules. Approval of the Predetermined Schedule Substitute System
 Administered through the Consolidated Application and Reporting System beginning in 2014-15. Certified yearly
- SL 16 Record interest income in applicable resources or funds (federal programs and applicable state programs).
- HR 17 Sub-agreements and Multi-District Service Agreements have been reviewed and coded appropriately.
 NOTE: Distinction in coding relates to whether the service is for YOUR students or another districts' students.
 Review objects 5100 & 5800 for sub-agreements.
 Up to \$25,000 per contract agreement (not individual student) can be coded to object 5800 - the balance to object 5100
 Determine if you are a 'Participating School District' or a 'Local Operating Agency'.
 Post service transactions accordingly.
- DM 18a Special Education Maintenance of Effort (MOE)
 MOE has been reviewed for (1) 20-21 actual vs 21-22 actual (2) 21-22 actual vs 22-23 budget
 SYT Form
- DM 18b Excess Cost Calculation

- SL 19a GASB 68: Record STRS on-behalf revenue and expenditures in Resources 7690, GASB 74, 75 Pensions
- JI 19b Review Resource 8150 Restricted Maintenance and Fund 14 Deferred Maintenance
- CG 20 Review of coding ~ Form CEA
 Form CEA has been reviewed for passing required percentages.
- MP 21 Record Direct Costs
 5710-5749- net to zero by object within fund
 5750-5799- net to zero by object between funds.
- MP 22 Record Indirect Costs to applicable categorical programs & Review Function Coding.
 7310-7349- net to zero by object & function within a fund.
 7350-7399- net to zero by object & function between funds.
 Check Function coding for "Common Issues" before closing your books.
 Check Indirect Cost Rate in SACS for TRC Errors & Reasonability of 2021-22 Rate
- JI 23 Contributions between programs (8980-8990) have been booked.
 Each of these accounts must net to zero at the fund level.
- JI 24 For all resources, determine if the ending balance should be Unearned Revenue or Fund Balance.
 Optional - complete Form CAT (Tool to determine year-end accruals for Restricted Categorical Programs).
- MP 25 Review ALL resources and funds to determine:
 No resources have negative ending fund balance
 Any resource with a positive ending fund balance is allowable
 All funds show positive fund balance at June 30, 2022
 All funds show positive **cash** balance at June 30, 2022
- MP 26 Expense budget by major object has been reviewed and updated as necessary
- 27 GASBs ~ Fixed Assets & Pension Accounting
- SL 27a GASB 34: Beginning balances of Fixed Asset Report agrees with 6-30-21 audit report ending balances.
- HR 27b GASB 84: Associated Student Body reporting (effective 2020-21)
- HR 27c GASB 87: Leases (effective 2021-22)
- HR 27d GASB 96: Subscription-Based Information Technology (effective 2022-23)
- HR 28 Account Coding and Audit Reminders
 Supplemental & Concentration funding ~ Coding reminders
 E-Rate Reimbursement coding is reported at gross.
 Donated Food Commodities are recored at fair market value
 Review 2021-22 audit guide as deemed applicable
- 29 After all of the above steps are completed, re-run Fiscal 15 to assure no open or pending transactions exist.
This is a double check measure!
- 30 Run TRC in SACS2022 desktop version. Correct fatal errors. Submit w/this checklist. (no detail is provided in this workbook)
- 31 Run ICR report (in SACS) to review indirect cost rate. (no detail is provided in this workbook)

PROVIDE the following Year End Close documents to SCOE staff as indicated

- 1 Signature Authorization Form has been completed for FY 2022-23. Send to Christy Arend in Business Services.
- 2 Signed Ledger 02-Receivable/Liabilities Activity report in step #10 and #11. Send to SCOE Advisor.

- 3 SACS TRC check ran in step #30. Send to SCOE Advisor.
- 4 Signed Fiscal 03a for object codes 9530 and 9531. Send to Christy Arend in Business Services.
- 5 If not yet provided, please submit Reserve Transparency Excel spreadsheet along with Agenda or minutes noting EC 42127 (a)(2)(B) public review and discussion took place.
- 6 This checklist! Please sign and date that you have completed the above 31 steps. Send to SCOE Advisor.
- 7 Please specify the date your Unaudited Actuals will be presented to the Board
Date of Unaudited Actual presentation _____



CBO/Business Manager

Date