

**SONOMA COUNTY SCHOOLS**  
**CLOSING CHECK-OFF LIST-- District/Charter Responsibilities**  
**DUE August 5, 2020**

**PRE- Closing Steps**

- TL 1 Fiscal Year-End in Escape
- Clear all Prior Year Payables and Receivables (9510/9210)
  - Clear Outstanding Journal Entries
  - Verify all Assets Acquired in 19-20 have been entered
  - Clear All Pending Status Fixed Assets
- SL 2 **Prior year receivables (July 1, 2019 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)
- SL 3 **Prior year payables (July 1, 2019 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**

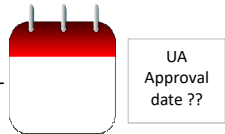
- TL 4 Blank Resource-Payroll Cleanup
- Journal miscellaneous blank resource payroll related balances
- CG 5 The LEA has completed the emailed county-wide accrual entries in 2019-20
- a. District & Charter In Lieu of Property Tax - July 2020 entries made (Packet #1)
  - b. Special Education Entries have been made (Packet #2). Reverse in 2020-21.
  - c. District costs for COE served students (Packet #3).
  - d. Other Entries and Information (Packet #4).
  - d. State Aid Accruals due to June Cash Deferrals (Packet #5).
- NL 6 Education Protection Account (EPA)
- Post on your web site what funds were received in 2019-20 and how they were spent.
  - 2020-21 spending determinations approved by Board
- LD 7 Federal and State Resources Closing
- Clear any outstanding balances in closed or closing resources, re-run Fiscal13 to verify In Escape
  - Setup/Chart of Accounts: expire account strings and close resource codes
  - Developer Fees (Fund 25) Restricted Resource. All resource 0000 activity moved to resource 9xxx.
- Complete by  
June 30, 2020
- EG 8 Use Tax Filing and Payment
- a. 9580 - If transferring Use Tax liabilities from special funds to general fund, must be completed by June 23, 2020
  - b. Use Tax for 2019-20 filed and paid by July 31, 2020
- EG 9a  Commercial warrant cancellations sent to Scott Greenwood by end of day June 19, 2020
- EG 9b **Adjust to actual** the following balance sheet accounts (9xxx 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 2019-20 accounts receivables in ESCAPE.  
 Please provide a signed Ledger02 -Receivables/Liabilities Activity report to your accountant. This report must equal object 9229 in FY20
- KL 11 Establish all 2019-20 accounts payable in ESCAPE.  
 Please provide a signed Ledger02 -Receivables/Liabilities Activity report to your accountant. This report must equal object 9529 in FY20.  
 Clear Fiscal Year-End Checklist Report, Fiscal 15
- SL 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).
- SL 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.
- SS 16  Record interest income in applicable resources or funds (federal programs and applicable state programs).
- LD 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) 19-20 actual vs 18-19 actual (2) 19-20 actual vs 20-21 budget  
 SYT Form
- DM 18b  Excess Cost Calculation
- SS 19a  GASB 68: Record STRS on-Behalf revenue and expenditures in Resource 7690, GASB 74 & 75 Pensions
- NL 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.
- LD 21 Record Direct Costs  
 5710-5749- net to zero by object within fund  
 5750-5799- net to zero by object between funds.
- LD 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 SACS2020ALL for TRC Errors & Reasonability of 19-20 Rate

- NL 23 Contributions between programs (8980-8990) have been booked.  
 Each of these accounts must net to zero at the fund level.
- NL 24  For all resources, determine if the ending balance should be Unearned Revenue or Fund Balance.  
 Optional - complete Form CAT (SACS tool to determine year-end accruals for Categorical Programs).
- LD 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, 2020.  
 All funds show positive **cash** balance at June 30, 2020.
- NL 26  Expense budget by major object has been reviewed and updated as necessary
- SS 27 GASBs ~ Fixed Assets & Fiduciary Activities (ASB)  
 GASB 34: Beginning balances of Fixed Asset Report agrees with 6-30-19 audit report ending balances.  
 GASB 34: Amounts coded to object 6XXX and function 85XX equal the 'additions' in the Fixed Asset report.  
 GASB 84: Delayed implementation to 2020-21. Verify with auditor that no ASB entries need to be made.
- SS 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 2019-20 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 Download to SACS2020ALL and Run TRC. Correct any fatal errors. Submit w/this checklist.  
 No detail is provided in this workbook.
- 31 Run ICR report (in SACS2020ALL) 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 2020-21. Send to SCOE Advisor.
- 2 Signed Ledger 02-Receiveable/Liabilities Activity report in step #10 and #11. Send to SCOE Advisor.
- 3 SACS 2020All TRC check ran in step #30. Send to SCOE Advisor.
- 4 Signed Fiscal 03a for object codes 9530 and 9531. Send to Erin Graves 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