2019-20 Mid-Year Clean Up

YES  NO

1. Accounts Receivable - prior year have been cleared (9210 subsystem, 9211, 9290)  

2. Accounts Payable - prior year have been cleared (9510 subsystem, 9511, 9590)  

3. Prior year Unearned Revenue (9650) has been reversed.  

4. 18-19 Year-End Accrual Journal Entry packets have been entered  

5. Due to and Due From balances (objects 931x/961x) between funds have been set-up, reviewed, and paid if cash is available.  

6. Transfer formally committed LCFF amounts to Fund 11 or Fund 14 using object 8091  

7. Contributions – contributions to restricted programs have been adjusted and the restricted resource balanced (revenues and expenditures).  

   A. Fiscal 13 Report has been run and verified that revenue and expense are within budget (i.e. no negative resource fund balance).  

   B. Carrying over/and/or fund balances by resource have been reviewed and planned for budgeting and expending during the current year.  

   C. Contributions from Unrestricted (898x) and from Restricted (899x), each net to zero  

8. Interprogram services for direct costs (5710-5749) net to zero.  

9. Interfund services for direct costs (5750-5799) net to zero  

10. Interprogram services for support/indirect costs (7310-7399) net to zero by Function 7210.  

11. Interfund services for support/indirect costs (7350-7399) net to zero by Function 7210  

12. Interfund transfers (761X & 891X) balance between funds.  

13. Property insurance liability (9538) has been cleared.  

14. Prepaid Expenditures (9330) have been cleared for prior year.  

15. Payroll AR & Clearing (9213, 9530, 9531) balances have been researched and follow up adjustments have been made.  

16. Payroll Withholding Liabilities (955x) have been reviewed and adjusted if necessary.  

17. Health and Welfare Benefit Clearing accounts (957x) are reasonable for this time of year  

18. AR-returned checks (9215) and AP-outdated warrants (9515) have been cleared  

19. No Accounts Payable or Accounts Receivable batches are open.  

20. Sufficient expenditures have been coded to Lottery and other categorical programs to meet each program's requirements (ex. meet or exceed Spec Ed PL 101-476 allocation for resource 3310)  

21. Audit Adjustments have been reviewed and entered (9793).  

22. Function 8500 (facilities acquisition & construction) – check expenditures – items are capitalized.  

23. Cash flow projections have been updated & reflect positive cash balance by fund, by the end of April.  

24. Revolving Cash (9130) debit balance equals Nonspendable Revolving Cash (9711) credit balance.  

25. No account should be expired that has current year activity.  

26. Review LCAP expenditures in preparation of 2019-20’s Annual Update

Resources to have handy:  
Most recent Year-End Close manual prepared by SCOE  