



## END OF MONTH CHECKLIST, revised

### D. **Account History Reports** (Account Manager Reports)

- Maintain a list of all accounts and sponsors to track/monitor receipt of sponsors' signed Account History Reports
- Account History Reports should be run for all accounts for the current month, in manager order, (these reports are for managers to review, sign, date, and return to the financial agent); file signed Account History Reports in a separate binders or folders.
- Enter the first day of the month as the "Start Date;" enter the last day of the month as the "End Date"
- Set report parameters to "Select All" accounts, then "Filter by Account Manager" and select "All Managers"
- Check "Exclude accounts with no activity in date range and \$0.00 balance"
- Select "Generate Report" and print reports

### \_\_\_4. **Principal's Review of Year to Date Report or Receipts & Disbursements Report and Bank Reconciliation Reports**

The financial agent and principal should meet to review the Year to Date Report (or Receipts & Disbursements Report) and the Bank Reconciliation Reports, including all monthly and year to date activity in accounts.

#### A. **Look for the following:**

- Note the beginning, ending balances, monthly, and year-to-date activity. What is the purpose of each account? Which accounts are restricted use?
- Which accounts have negative balances? Why? How will the negative balances be resolved?
- Note account activity for the current month – Which accounts show the most activity? Which accounts are inactive? Why? Do any accounts need to be closed out?
- Make sure the "Reconciled Bank Balance" on the Bank Reconciliation equals "Checking Account" balance on the Year To Date Report (or Receipts and Disbursements Report).

- B. **The principal should sign and date** the Year to Date Report (or Receipts and Disbursements Report) and the Bank Reconciliation Reports, and then return the signed reports to the financial agent to retain for audit records.

### \_\_\_5. **Create a Monthly Report Packet with the following:**

- A. Bank Statement
- B. CIF Statement
- C. Journal Entry register (excluding Transfers)
- D. Completed Bank Reconciliation Reports
- E. Year To Date Report or Receipts & Disbursement Report
- F. iReceivables Account Summary Report (as of Month End Date)

### \_\_\_6. **Collect Reports**

For completed activities, have sponsoring staff members prepare the following reports:

- A. **Fund Raiser Completion Reports** (available on myMCPS Business Center/IAF School Funds Online)
- B. **Final Field Trip Accounting Forms** (MCPS Form 280-41 or equivalent)
- C. **Inventory lists** (MCPS Form 281-22) for activities with salable merchandise. This form should be completed even if there were no items left.
- D. **Monthly Account History Reports** – reviewed, signed and dated by sponsor