

## MONTH END BALANCING

- A. Convert all Requisitions to Purchase Orders for month you are balancing
- B. Make sure all Purchase Orders have been posted
- C. Post all Receipts  
Foundation Payments (receipt portion)  
Interest on Savings and Checking Accounts
- D. Post all Reduction of Expenditures
- E. Post all checks written for month  
Memo checks, etc.
- F. Reconcile All Checking Accounts
  - A. Budgetary Checking Account
    - 1. Reconcile Checks to Bank Statement
      - Reconcile checks using the RCNLE or AUTOREC program
      - Run CHEKPY selecting the check status of "R"  
Balance number and dollar amount of checks reconciled with bank statement
      - Run CHEKPY for all outstanding checks, select option O
    - 2. Reconcile Receipts
      - For Bank Statement Balance  
Total Credits/Deposits from the bank statement  
Minus all Investment Sweeps from the credit section  
Minus previous months Deposits in Transit  
Plus Current Deposits in Transit  
Check to see if there are any miscellaneous credits in the credit section  
(these will need to be posted)
      - For Computer Balance  
Run RECLEL using the "J" option for all transactions (RECALL)  
Total transactions from this report  
Minus interest from Payroll Account and Savings account  
Minus any Non-Sufficient Funds Checks not already adjusted  
Minus memo checks written for foundation charges
      - Match computer balance to bank balance
    - 3. Verify with payroll person that all payrolls and voided checks for the month have been posted to account using AUTOPOST
    - 4. Simple balance is:  
Bank Balance (from all general accounts including investments)  
Minus (-) outstanding checks  
Plus (+) deposits in transit  
Equals (=) Total Fund Balance from FINANC summary (FINSUM.TXT)
  - B. Payroll Checking Account if Stand-alone (not sweep from general account)

1. After last pay of month, run DEDRPT using the R option to get report of outstanding deductions.
2. Reconcile checks.
3. Run CHKSTS for P-paid checks (outstanding). If first pay of next pay has been done, put last day of month closing as issue ending date. When prompted for beginning date, if prior to 7/1 choose Fiscal year, if after 7/1 choose Calendar year.
4. Run CHKSTS for R-reconciled checks using month range as reconciled range.
5. Simple balance is:  
Bank Balance – outstanding checks – outstanding deductions = 0
6. If problems, balance:  
payroll checks + board-share medicare checks with total deposits  
reconciled checks - board-shared medicare checks with withdraws.  
(If direct deposit, add those with the reconciled checks.)
7. Balance Monthly Figures
  - A. Balance Revenues  
All of the following figures should be the same.
    1. REVSUM month-to-date balance
    2. REVLED by date range
    3. FINSUM month-to-date balance
    4. Bank Statement  
total deposits plus refund of receipts minus deposits in transit
  - B. Balance Expenses
    1. BUDSUM month-to-date balance
    2. FINANC month-to-date balance
    3. BUDLED – by date range
  - C. Balance Encumbered
    1. BALCHK current encumbered should equal balance from PODETL
  - D. Account Balances
    1. Balance from FINDET and FINSUMM should agree. These reports pull from different files.