

END OF MONTH PROCEDURES

ONCE YOU HAVE ENTERED ALL RECEIPTS AND CHECKS FOR THE MONTH-

1. Obtain the bank statement and record/enter any items on the bank statement that you have not recorded on the computer such as-

Type	Adjustment Column	Accounts Affected
INTEREST	adjustment in the receipt column	to the interest account A0010 and to the cash account \$0010
SERVICE CHARGES	adjustment in the disbursement column	to the general fund account A1140 and to the cash account \$0010
NON-SUFFICIENT FUNDS (NSF'S)	adjustment (negative sign) in the receipt column	to the applicable fund account and to the cash account \$0010

NOTE: These are all entered as **adjustments, not transfers.**

2. Once you have made any necessary adjustments, clear any checks on your computer that are paid/cleared on your bank statement.

Menu Command
Disbursements → Bank Reconciliation → Enter and Edit Cleared Checks

- a. Enter cash account \$0010 → hit Enter
- b. Statement Date will come up → hit Enter
- c. At the first blank, type in the number of the first check clearing the bank → hit Enter
- d. Check the amount. If ok, hit Enter (If the amount is not correct, you must go ahead and clear the amount that comes up, make a note, and later make an adjustment or resolve the difference with the bank.)
- e. When the next check number comes up, either hit Enter if it is the next check to be cleared, or enter the number of the next check in sequence.
SLOW DOWN when there is an * by a check number on the bank statement. This indicates a skipped check. If you accidentally clear a check that should not have been cleared, re-enter the check number and enter a 'zero' in the amount field to put it back in the outstanding checks. Always make sure the check should be outstanding before doing this.

END OF MONTH PROCEDURES (cont.)

- f. Continue for all checks.
- g. When the last check has been entered, hit Escape and go to Print Reconciliation.

Menu Command
Disbursements →Bank Reconciliation →Print Bank Reconciliation

- 3. Print Reconciliation
 - a. Enter the information from the first page summary of the bank statement (**The ending balance that is automatically calculated by Manatee should be the same as the bank statement. If not, you have entered an amount incorrectly, and you will need to re-enter the information.**)
 - b. Print
 - c. Investigate and explain any balances that show up at the bottom of the reconciliation.
 - d. In general, the bottom row of numbers should have zeroes. **Exceptions:**
 - a) NSF check(s) will show up at the bottom of the second and third column.
 - b) Deposit in transit that is coded with the last day of the month in Manatee, but recorded by the bank after the last day of the month. If this is the case, a copy of the validated deposit slip must accompany the signed copy of the proof of cash that is sent to Auditing.
 - e. **Call Auditing if you have any doubts or questions at the point BEFORE closing the month.**
- 4. Index Files

Menu Command
File →Utilities →Index Files

- 5. Run a Trial Balance to ensure that the cash account is in balance with the fund balance. You can display to screen and page down to the bottom.

Menu Command
Reports →General Accounts →Trial Balance

END OF MONTH PROCEDURES (cont.)

6. Pre-closing procedures: Make sure you have the following:
 - a. Your backup memory stick ready;
 - b. Plenty of paper in the printer (to handle the reports); and
 - c. Sufficient time to run your reports. Once you start this process, all of your reports will have to print before Manatee will be available again.
7. Execute the Month-End Macro

Menu Command
Ctrl + M

- a. Have the principal review and sign all four (4) reports that print with the macro:
 1. General Ledger
 2. Principal's Monthly Report-**Highlight any deficit accounts and provide a detailed explanation.**
 3. Adjustment Journal
 4. Transfer Journal
8. Send signed copies of (**ONLY**) the following to Auditing by the 15th of the month. See the matrix in Table 1 below to determine which reports to send:

Month	Due By	Proof of Cash	Deposits In Transit	Outstanding Checks	Bank Statement	Principal's Monthly Report	Unpaid Bills Report
January	Feb 15	X	X	X	X		
February	Mar 15	X	X	X	X		
March	Apr 15	X	X	X	X	X	X
April	May 15	X	X	X	X		
May	Jun 15	X	X	X	X		
June	Jul 15	X	X	X	X	X	X
July	Aug 15	X	X	X	X		
August	Sep 15	X	X	X	X		
September	Oct 15	X	X	X	X	X	X
October	Nov 15	X	X	X	X		
November	Dec 15	X	X	X	X		
December	Jan 15	X	X	X	X	X	X

9. Extra steps will need to be followed when you close the month of June. These instructions will be included in the year end instructions which will be forwarded to you in May.