



COMPUTER ARTS INC. 2022 CUSTOMER YEAR-END CLOSING CHECKLIST

1. ALL PRIOR YEAR ACTIVITY MUST BE COMPLETED:

- All claims for fiscal 2022 have been entered and paid.
- Detail and Summary Expense Reports have been run and reviewed.
- All warrants that need to be voided have been voided.
- Budget is entered, reviewed and marked as approved.
- Remittance Proof list shows no discrepancies.

2. TAXES RECEIVABLE:

- Taxes Receivable Worksheet (FN864) balances with Property Tax program.
- Penalty Receivable (FN864) balances with Property Tax program.
- There should be no penalty receivable for years with zero tax. (If there is, it should be adjusted using a type "X" J/E.)

3. WARRANTS PAYABLE:

- Run the Cash Liabilities report.
- The Accounts Payable will normally be zero. (If the amount is not zero, it must accurately reflect the amount of unremitted payroll items.)
- The message number "4" - "WARRANTS NOT IN BALANCE" should not appear.

4. REVIEW TRIAL BALANCE SUMMARY– FN761:

- Assets should equal Liabilities + Surplus for EACH fund.
- IMPORTANT: If this report is not in balance for each fund, the closing process will fail. Check this report VERY CAREFULLY!!!

5. BALANCE CASH REPORTS:

- Amount Received on Cash Source = Amount Received on Operation in Funds.
- Journal Increase on Cash Source = Journal Increase on Operation in Funds.
- Journal Decrease on Cash Source = Journal Decrease on Operation in Funds.
- Total on AC List Summary = Total Adjusted Amount Received on Operation in Funds.
- Total on Receipt by Source = Total Amount Received on Operation in Funds.
- Warrants paid on Operation in Warrants = Total Amount Disbursed on Operation in Funds total minus the Direct Deposit from Payroll
- Total Redeemed Warrants Register = Total Amount Disbursed on Operation in Funds total minus the Direct Deposit from Payroll Total Disbursed on Operation in Funds (*not applicable to check counties*).

6. BALANCE EXPENSE & REVENUE REPORTS:

- Total on Expense Summary = Total Expenses on Trial Balance Close YE.
- Total on Revenue Cash Report = Total Revenue on Trial Balance Close YE.

7. REVIEW REMITTANCE REPORT.

- Calculated totals for each fund on Operation in Remittance should be zero.