

Three Rivers Waldorf School Business Office Document (Bus Form-3)

MONTH-END CHECKLIST

Inventory Scrip

Petty Cash Count

Print out the Remittance Statement Detail from the FACTS deposit on the last day of the month

Input payments / Record Deposit

Reconcile Bank Accounts

Wells Fargo

Marine CU

Petty Cash

RSF Fund (Quarterly)

Run Balance Sheet Memorized Report: Accountant: Balance Sheet

Update Spreadsheet: "TRS BC: Month End Reports: Statement of Cash Flows" for Cash Balances
From Reconciliation reports
And from Balance Sheet

Run Restricted Funds Reports

Memorized Reports >Accountant>:

RESTRICTED FUNDS

EXPENSES

RESTRICTED FUNDS

DONATIONS

Input amounts to Spreadsheet: "TRS BC : Restricted Funds : Restricted Funds 2009-10"

This calculates balances in various funds

Run Scrip Profitability Report

Input amounts to Spreadsheet: "TRS BC: Month End Reports: Monthly Scrip Reconciliation: {mo. _ yr.}"

Beg. Inventory from prior months report, end inventory from actual count for current month-end, sales from QB report (at full value), purchases @ face value (calculated from purchases @ cost... Cost/.95 for KT & Woody's, Cost/.97 for Fest.)

Verify / reconcile Ending Inventory Actual = Calculated.

Update Spreadsheet: "TRS BC: Month End Reports: Statement of Cash Flows" for Scrip Inventory

Run Profit & Loss

Memorized Reports >Accountant>:

Profit & Loss

Input Net Ordinary Income to reconciliation on spreadsheet "Statement of Cash Balances"

Update spreadsheet: Statement of Cash Balances

Input Balance Sheet changes listed in the reconciliation on spreadsheet

YEAR-END ADDITIONAL WORK

Net accounts to zero by adding line to invoices for "Amounts uncollected" (Discount item)

And re-bill in new year

Document / print-out list

Book depreciation;

Book entry to re-class "Mortgage Principal Expense" to "Mortgage Liability (Balance Sheet account)"

Book Journal Entry to reclass Tuition Deposits to Tuition Revenue ??????

And reverse JE with 7/1 date for new year

Print out copy for Special Projects hanging file (Annual summary of Restricted Funds spreadsheet)

Verify hard copy backup supports report summary's and detail