



## Monthly



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# Monthly

In addition to the tasks identified on the individual month tabs and the quarterly tab, the following recurring tasks were identified as items to be addressed on a monthly basis; if applicable, throughout the fiscal/school year.

- ☐ [Bank Reconciliation](#)
- ☐ [Human Resources - New Employee Setup](#)
- ☐ [Human Resources - TRS Processing](#)
- ☐ [Run Payroll](#)
- ☐ [Payroll Liability Wire Transfer Transactions](#)
- ☐ [Purchasing - Requisition Process](#)

Application(s)	Task
<b>Finance</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Verify that all cash receipts are entered for the month.</li> <li>•</li> <li>Pull the TEA payment report and post receipts dated during the current month.</li> <li>•</li> <li>Verify that NSLP breakfast and lunch funds were received (districts only have 60 days to claim after the month ends or will lose that month's child nutrition program reimbursement).</li> <li>•</li> <li>Verify Foundation School Program funds are recorded.</li> <li>•</li> <li>Verify Available School Fund payments are recorded.</li> <li>•</li> <li>Verify other grant receipts are payment report are recorded.</li> <li><input type="checkbox"/> Verify that all check payments are entered.</li> <li>•</li> <li>1099 reporting - Obtain W-9 forms for any new vendors.</li> <li><input type="checkbox"/> Verify that all fund transfers are recorded.</li> <li><input type="checkbox"/> Record interest earned on bank accounts and investments.</li> <li><input type="checkbox"/> Record received commodities.</li> <li><input type="checkbox"/> Review general ledger accounts for any expenditures with 00 for function; 000 for organization, or 00 for program intent code.</li> <li><input type="checkbox"/> Review and validate remaining balances in the payroll clearing fund (163).</li> <li><input type="checkbox"/> Report federal and state grant expenditures to the LEA to file for reimbursement.</li> <li><input type="checkbox"/> Review board reports (no detail) for percent expended compared to % expected for this month of the year; if any vary more than 5% above or below, review the detail line item budgets to determine the cause and whether an item was incorrectly coded.</li> <li>•</li> <li>Prepare budget amendments as needed.</li> <li><input type="checkbox"/> Keep the superintendent and the board informed of finance issues.</li> <li> </li> <li><input type="checkbox"/> Verify time and effort and make any necessary payroll adjustments for those employees who are required to track time and effort monthly.</li> <li> </li> <li><input type="checkbox"/> Monitor cash balances (daily) to ensure all LEA funds are secured.</li> <li> </li> <li><input type="checkbox"/> Drawdown federal funds monthly as needed to avoid possible high-risk auditee status.</li> </ul>
<b>Human Resources</b>	