

END OF YEAR GRANT PREPARATION (EXCLUDING FOOD SERVICE)

1. Cash & Investments (11XX)

- Check to ensure that these balances are included in the bank reconciliations.

2. Due From State/Fed/Local Agencies (1241, 1242 or 1243)

- Reverse the receivable recorded in the previous year by **DEBITING** the **REVENUE** account and **CREDITING** the **RECEIVABLE** account. This is done because although the actual cash was received in the current year, the revenue was recognized in the previous year.
- At the end of August record a receivable for revenue earned but not yet received by **DEBITING** the **RECEIVABLE** and **CREDITING** the **REVENUE** account.

3. Prepaid Workers' Compensation (1411)

- Reverse the total amount recorded throughout the year to prepaid workers' compensation by **DEBITING** the **PREPAID WORKERS' COMP** account and **CREDITING** the **WORKERS' COMP EXPENDITURE** account(s) (**6143**). Then post these amounts in Fund 199 by **DEBITING** the **WORKERS' COMP EXPENDITURE** account(s) (use the exact same account code(s) that was (were) used in the grant just change the fund to 199) and **CREDITING** the **PREPAID WORKERS' COMP** account.

4. Accounts Payable (211X)

- Review the accounts payable accounts to ensure that the balances are correct. If the balances are from auditor, reverse them after your Final Expenditure Report has been filed, so that your total expenditures are correct for your report.

5. Payroll Liabilities (216X and 22XX)

- Run Payroll Accrual Variance after May payroll.
- After your August payroll, review payroll liability accounts to ensure that they are zero.

6. Fund Balances (3XXX)

- Review the Fund Balance accounts (3XXX) to ensure that the balances are zero. If the auditor recorded a fund balance in the prior year (a credit balance), then you need to spend this amount in the current year and not request reimbursement because you would have received more than you spent in the prior year. If your fund balance account has a debit balance then you need to talk to your auditor because you spent more than you got reimbursed for in the prior year, and the excess expenditures should have been move to the General Fund. A Prior Period Adjustment may be required.

7. Expenditures (6XXX)

- Review the FINAL NOGA to ensure that you have expended the correct amount. If you have more expenditures coded to the grant than the NOGA allows, then you need to move the excess expenditures to the General Fund by **CREDITING** the **EXPENDITURE** and **DEBITING CASH** in the grant fund and **DEBITING** the **EXPENDITURE** and **CREDITING CASH** in the General Fund.
- Review the expenditures coded to the grant to ensure that they are allowable expenditures and that the District is Supplementing and not Supplanting.
- To avoid including TRS on Behalf expenditures in the Expenditure Reports, reverse all of your TRS on Behalf entries that are posted to the grant funds by **DEBITING** the **TRS on**

BEHALF REVENUE account (5831) and **CREDITING** the **TRS on BEHALF EXPENDITURE** account(s) (6144). Then post these amounts to Fund 199 **DEBITING** the **TRS on BEHALF EXPENDITURE** account(s) (6144) (use the exact same account code(s) that was (were) used in the grant just change the fund to 199) and **CREDITING** the **TRS on BEHALF REVENUE** account (5831).

- After all of your expenditure reports have been printed and all requests for reimbursements have been done, reverse any expenditures that were posted in the prior period such as accounts payable or salary accruals.

8. Revenues (5XXX)

- Review revenues to ensure that you have received or at least requested the total amount of your expenditures.
- At the end of August record a receivable for revenue earned but not yet received by **DEBITING** the **RECEIVABLE** and **CREDITING** the **REVENUE** account.

NOTE: Be cautious when posting adjustments to expenditures, because they can affect your expenditure reports.

NOTE: Discuss with your auditor which entries they want to post and which ones they want you to post.