Onalaska ISD End of Month Procedures

End of month procedures are processed the first week following month end. Each person in the Business Office has a separate checklist of duties to be performed. They are outlined in general terms as follows:

Administrative Assistant Checklist:

- Generate TEA Payment Report via https://tea4avfaulk.tea.texas.gov/psp/pmtrpt1/EMPLOYEE/ERP/c/E_TGIF.E_TEA_PAYMENT_RPT.GBL?APP=PMTRPT
- Generate Comptroller's Payee Payment Report via https://mycpa.cpa.state.tx.us/securitymp1portal/displayLoginUser.do
- Post payments as Cash Receipts to the General Ledger (GL)using Ascender>Finance System. Cash Receipts are numbered in the following format: Month - Number (i.e. 03-05 March number 5)
- Download Bank Account Statements from secure online access to the district's depository.
- Calculate the division of interest earned on accounts based on cash balance in each fund.
- Record interest earned for each respective fund as a Cash Receipt to the GL.
- Enter manual General Journal Entries (GJE) as applicable.
- Enter payment to Teacher Retirement System of Texas (TEXNET) in to the GL.
- Enter semi-monthly payments for payroll taxes (EFTPS)
- Clear payroll clearing accounts from separate funds to the shared General Fund cash account (xxx-00-1104's to 199-00-1101)
- Generate monthly Cash Receipts Journal (FIN1000) and reconcile to bank statement. Make any necessary corrections or adjustments.
- Generate Batch Process Balance Error Listing (FIN1600) using all print options such as Current, Year to Date, and Next Month. Review for any errors. Report to Business Manager if any are listed.
- Generate review and save the following reports:
    - Board Report (FIN3050)
    - Check Payments List (FIN1300)
    - Check Register (FIN1250)
    - Detailed General Ledger (FIN1400)
    - General Journal (FIN1150)
- Verify all Ascender users are out of the Finance and Purchasing Systems
- Perform End of Month Utility in Ascender which closes current accounting period and opens the next.
- Update TRS Extract Options in HR>Payroll. This readies the HR System for the current month's TEAM reporting.
- Login to TEAL_TEASE>Grant Expenditure Reporting and file for reimbursement of expenditures in all applicable grants (i.e. Title I, II, VI)
- Generate and mail COBRA Insurance invoices for Dental and/or Vision.
- Interface the first payroll of the month from Payroll to Finance using the interface utility in Ascender.

Executive Assistant to Superintendent Checklist:

- ❑ Receive and open the following Bank Statements:
  - ❑ General Operating (Funds 199,211,240,244,255,270,410,411)
  - ❑ Interest & Sinking (Fund 599)
  - ❑ Activity Account (Fund 461)
  - ❑ Wildcat Scholarship (Fund 829)
- ❑ Reconcile General Ledger with Bank Statements using TxEIS>Finance>Bank Reconciliation Tool
- ❑ Reports any errors, discrepancies, or outages to the Business Manager
- ❑ Generates and prints Bank Reconciliation Report for review and approval by the Business Manager

Business Manager Checklist:

- ❑ Generate and submit Teacher Retirement System Reports and Signatures as follows using the TRAQS system
  - ❑ Member Data (HRS9800
  - ❑ Regular Payroll Report (HRS9820)
  - ❑ Regular Payroll Adjustment Report (HR9840)
  - ❑ Employment of Retired Members (HR9860)
  - ❑ Payments for New Members Report (HR9865)
  - ❑ Retiree Pension Surcharge (HR9870)
  - ❑ Retiree TRS Care Surcharge (HRS9870)
  - ❑ Statutory Minimum Report (HRS4000)*
  - ❑ TRS 3 Report (HRS4050)*
  - ❑ TRS 489 Report (HRS4100)*
  - ❑ TRS Non-OASDI Employer Contribution (HRS4500)*

    * Requires Interface Utility from HR to Finance before generating report

- ❑ Report and submit corresponding TRS Payment using the TEXNET.
- ❑ Review following reports for discrepancies, possible errors and things that look unusual:
  - ❑ Cash Receipts Journal
  - ❑ Check Register
  - ❑ General Journal
  - ❑ Detailed General Ledger
  - ❑ Board Report (Budget Status)
- ❑ Review manual GJE's entered by Administrative Assistant
- ❑ Generate or approve and post Budget Amendments to the GL. Those requiring Board of Trustee approval (across budget functions) must go in board book packet. Those requiring Superintendent approval (within same budget function) must have the signature of the Superintendent.
- ❑ Review Bank Reconciliation Reports prior to the end of month close. Make any necessary GJE's to balance the reconciliations.
- ❑ Review and reconcile monthly Tax Report from Polk County to the collections recorded as Cash Receipts in the GL.

Quarter Months (March, June, September, December):

- Generate 941 Worksheet (HRS5000)
- Prepare 941 Report including Schedule B and submit to IRS via mail
- Prepare and submit TWC_Unemployment Report to TASB at https://www.tasb.org/apps/ucw/ucw_districtinput.cfm?requesttmeout=5000
- Prepare and submit TWC_Multiple Worksite Report to Bureau of Labor & Statistics at https://idcf.bls.gov/authentication/login
- Prepare Quarterly Investment Report for School Board (April, July, October, January)