

Auxiliary Closing Check List

CSUCI Auxiliary Month End Close Schedule

Task #	Task Description	Section	ASI	FDN	UGC	Due	Alternative timing	Responsibility
1.	Prepare Deposits	Cashiering	x	x	x	Daily		Cashier
2.	Monthly Billing-Includes internal billing	AR	x	x	x	Completed Daily, Deadline for current month billing 25th of each month	Completed Daily, Deadline for submission of invoice requests is the 25th of the month. Billing may still be taking place through the end of the month.	Billing Analyst
3.	Accounts Payable Close	AP	x	x	x	Hard Close-Last Business Day		Account Payable Lead
4.	Record monthly recurring accruals	Budget	x	x	x	1st Business Day		Financials Reporting Supervisor
5.	Campus payroll expenditures submitted to Budget	Accounting	x		x	2nd Business Day; based on timeliness of LCD	5th business day is more realistic and always dependent upon LCD.	Accounting Supervisor
6.	Deposits Posted	AR	x	x	x	3rd Business Day (Goal to complete daily)		Billing Analyst
7.	Record Payroll Expenses	Budget	x		x	3rd Business Day; dependent on #5		Financials Reporting Supervisor
8.	Bank Reconciliation-Current Month	Budget	x	x	x	3rd Business Day		Financials Reporting Supervisor
9.	Review of transactions posted to GL	Budget	x	x	x	4th Business Day		Financials Reporting Supervisor
10.	Notification of Accounting Close Completed	Accounting	x	x	x	5th Business Day		Accounting Supervisor
11.	Interest Distribution	Budget		x		6th Business Day		Financials Reporting Supervisor
12.	Auxiliary Closed	Budget				6th Business Day		Financials Reporting Supervisor
13.	Auxiliary/Campus AR/AP Reconciliation	Accounting	x	x	x	8th Business Day		Accounting Supervisor
14.	Financials Completed -Available to review	Budget	x	x	x	8th Business Day		Financials Reporting Supervisor
15.	Reconciliations Completed	Budget	x	x	x	10th Business Day		Financials Reporting Supervisor
16.	AR Fee Reconciliation due to budget	Accounting	x			10th Business Day	15th Business day	Accounting Supervisor