



**Miami-Dade County
Fund Accountant Checklist
Fiscal Year 2022**

FUND INFORMATION

Fund name and number:

Department accountant (if applicable):

CHECKLIST TO DO BEFORE YEAR-END CLOSING:

Review Trial Balances (MD_GLR246, Ledger Inquiry).

- ☐ Trace opening balances (SOTS column) to 9/30/2021 Annual Financial Statements and Single Audit Report.
- ☐ Ensure G/L accounts have correct/normal balances (credits for liabilities, debits for assets).
- ☐ Perform year over year analytical review of GL accounts and fund balance roll-forward. Research significant variances.
- ☐ Review cash deficits, and determine whether all applicable transfers, collections and reimbursements have been recorded.
- ☐ Review accounts with unchanged balances during the year for accuracy.
- ☐ Accrue current year receivables and liabilities.
- ☐ Reconcile Accounts Receivable GL's. For amounts that are not expected to be collected by December 31, 2022, reverse revenues and record as unavailable revenue- Account 2244000000.
- ☐ Reconcile Due To/Due From accounts and obtain concurrence from complimentary fund accountant.
- ☐ Ensure clearing accounts have zero balances (Account 1156000001, 9999999901).

Review Income Statement (MD_GLR203, MD_GLR242)

- ☐ Perform year over year analytical review of accounts and fund balance roll-forward. Research significant variances.
- ☐ Review prior year accruals and reverse those that were paid in FY2022.
- ☐ Make sure revenues were billed and correctly recorded.
- ☐ Ensure wire transfers in and out are recorded.
- ☐ Review Transfers In/Transfers Out Accounts and obtain concurrence from complimentary fund accountant.

Review Grants (6220, 6410)

- ☐ Ensure all grants are balanced (revenues equal expenditures) prior to closing. If the grant has ended, and all billing has been completed, and make sure you request the grant chartfield be inactivated via a chartfield request in INFORMS.

<input type="checkbox"/>	Ensure all grants are balanced (revenues equal expenditures) prior to closing. If the grant has ended, and all billing has been completed, and make sure you request the grant chartfield be inactivated via a chartfield request in INFORMS.
<input type="checkbox"/>	Adjust balances in due from other governments or deferred revenue in your grants as needed.
<input type="checkbox"/>	Ensure reimbursement requests were processed timely

Other Reviews

<input type="checkbox"/>	Determine if appropriations/budget in Commitment Control (KK) reflect the authorized budget including supplements and amendments.
<input type="checkbox"/>	Review adjusting entries prepared by Miami-Dade County or External Auditors in prior years. If these entries are of a repetitive nature and are required again, book prior to general ledger closeout.
<input type="checkbox"/>	Ensure that all routine J.E's (i.e. accrual of revenue and expenditures due to/from, corrections, etc.) are posted prior to closing. Post-closing J.E's will be limited to circumstances arising subsequent to closing only and adjustments to "true-up" accruals.
<input type="checkbox"/>	Ensure bank reconciliation is prepared and submitted by deadline.
<input type="checkbox"/>	Review the list of the petty cash custodians, verify balances, and reconcile to G/L Account 1104000000.