Comptroller Finance Operations Department
Accountant Checklist Fiscal Year 2025

FUND INFORMATION	
Fund name and number:	
Department/Office accountant (if applicable):	

CHECKLIST TO DO BEFORE YEAR-END CLOSING:

Review Trial Balances (MD_GLR246, Ledger Inquiry).

- ☐ Trace beginning fund balance to 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, 2025, 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 FY2025.
- ☐ 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

- ☐ Ensure that all grants are balanced, with revenues equaling expenditures, prior to closing the fiscal year.
- ☐ For grants that have concluded and for which the closeout process has been completed, please submit a ChartField Inactivation Request in INFORMS to initiate the inactivation of the corresponding grant ChartField

☐	Review the balance of the 'Due from Other Governments' account to confirm its accuracy. This review should ensure that all receivables have been correctly recorded and that all payments have been appropriately applied.
☐	Review any balances in the 'Unavailable Revenue' account and reverse them if payment has been received within the fiscal year.
☐	Review the balances in the Deferred Revenue account and reverse them if corresponding expenditures have been incurred.
☐	Ensure that the single audit work papers are completed by the due date and that all supporting documentation is provided.
☐	If the balance in the 'Due from Other Governments' account has remained outstanding for more than one year, reclassify the amount to 'Unavailable Revenue'.
☐	Complete the Grant Understanding Questionnaire and return it to Comptroller Finance Operations by the due date.

Other Reviews

☐	Determine if appropriations/budget in Commitment Control (KK) reflect the authorized budget including supplements and amendments.
☐	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.
☐	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.
☐	Ensure bank reconciliation is prepared and submitted by deadline.
☐	Review the list of the petty cash custodians, verify balances, and reconcile to G/L Account 1104000000.