

ICCS Financial Monthly Close Schedule	Due Date	Assigned Staff	Date Completed	Supervisor Approval	Date Completed	Notes
Cash Reconciliations						
General		Staff Accountant	n/a			
Schoolhouse		Staff Accountant	n/a			
Insurance		Staff Accountant	n/a			
Activity		Staff Accountant	n/a			
Food Service		Staff Accountant	n/a			
Payroll		Staff Accountant	n/a			
Investment Reconciliations						
General		Staff Accountant	n/a			
Schoolhouse		Staff Accountant	n/a			
Insurance		Staff Accountant	n/a			
Food Service		Staff Accountant	n/a			
Payroll						
Reconcile Payroll		Payroll Coordinator	4/9/2026	alm	4/9/2026	
Book insurance fund Receivable		Payroll Coordinator	4/4/2026	alm		JE drafted - will be posted Monday
Transfer PM insurance premiums		Payroll Coordinator	4/9/2026	alm	4/9/2026	
Reconcile 941		Payroll Coordinator	4/9/2026	alm	4/9/2026	
Receivable Reconciliations by fund:						
10		Billing Specialist	4/7/2026	See notes		Review of Cash receipts journal by AR clerk.
21		Billing Specialist	4/7/2026	See notes		AR aging has not been managed since at least 2022 - we are working to clean this up to have an accurate AR aging.
22		Billing Specialist	4/7/2026	See notes		This will allow us to better track past due receivables, and reconcile to the general ledger.
31		Billing Specialist	4/7/2026	See notes		
33		Billing Specialist	4/7/2026	See notes		
36		Billing Specialist	4/7/2026	See notes		
40		Billing Specialist	4/7/2026	See notes		
71		Billing Specialist	4/7/2026	See notes		
74		Billing Specialist	4/7/2026	See notes		Invoices have been applied to incorrect "departments" resulting in receivables with no book balance, but at the same time past due balances.
Ensure all PM Payments recorded		Billing Specialist	4/7/2026	See notes		
Payables Ageing of Controller Review		Billing Specialist	4/7/2026	See notes		
Payables Reconciliations by fund:						
10		Payables Senior Specialist	n/a			Will require close of 2025 payables.
21		Payables Senior Specialist	n/a			This can be resolved after the conclusion of the 2024 audit fieldwork. (Ends April 17th) and we have booked year end accruals.
22		Payables Senior Specialist	n/a			
31		Payables Senior Specialist	n/a			
33		Payables Senior Specialist	n/a			
36		Payables Senior Specialist	n/a			
40		Payables Senior Specialist	n/a			
71		Payables Senior Specialist	n/a			
74		Payables Senior Specialist	n/a			
Nutrition Journal Entries						
Reconcile Grant funding accounts						
		Grant specialist	4/7/2026		4/10/2026	All consolidated application reports have been submitted.
Capital Reviews:						
Equipment		Asst. Controller	In process			Will be completed after conclusion of auditor on site fieldwork.
Software		Asst. Controller	In process			
Construction / Retainage		Asst. Controller	In process			
Lease agreements		Asst. Controller	In process			
Controller / Assistant Controller						
Journal Entry Review		Controller	In process			Will be completed after conclusion of auditor on site fieldwork.
Change / add vendor report review		Assistant Controller	In process			
Expense Review		Controller	In process			
Revenue Review		Controller	In process			
Review Reconciliations		Assistant Controller	In process			
Fund Based Financials						
Statement of Changes in Fund Balance		Controller / Assistant Controller	1			1 Will be completed after conclusion of auditor on site fieldwork. (Ends April 17th)
Balance Sheet		Controller / Assistant Controller	2			
Budget utilization summary		Controller / Assistant Controller	1			
YOY summary		Controller / Assistant Controller	1			
Cashflow Projections		Controller / Assistant Controller	1			2 will require close of 2025 financial statements
Draft financial statement memo		Controller / Assistant Controller	1			