SCHOOL DISTRICT OF OKALOOSA COUNTY
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE

FINANCE TAM:	2005-018
CONTACT:	Julie Perry Budgeting & Financial Services
TELEPHONE:	833-7552

TO: All Internal Bookkeepers

FROM: Rita Scallan, Director - Finance

DATE: May 16, 2005

SUBJECT: Manatee Month-End Procedures - Revised

During the last few months, the Manatee month-end procedures have been slightly revised. This memo provides step-by-step instructions for your convenience. The procedures have been broken into two options:

- Option 1 – Closing the month AFTER reconciling the bank statement
- Option 2 – Closing the month BEFORE reconciling the bank statement

If you choose Option 1, you will neither write checks nor enter receipts until the bank statement is received and the month is closed. Should it be absolutely necessary, a check may be written dated the last day of the month awaiting closure. It is best not to force the software to date a check in the new month. (Please note: Option 1 must be used when closing the month of June.)

If you choose Option 2, you will close the month right away and continue entering deposits and writing checks. Once the bank statement is received, the reconciliations will be performed.

Regardless of which option is chosen, please submit documentation to Julie Perry in Finance per the attached 'Monthly Reports Checklist' (Attachment A). Please be sure that the package is received in Finance no later than the 20th of each month.

Any reports printed by Manatee but not submitted to Finance will be kept at the school.

Option 1 – Closing the Month AFTER Reconciling the Bank Statement

Prior to closing the month:
- Verify that all posting is complete.
- Verify that the checking account bank statement has been reviewed, evidenced by the completion of the 'Monthly Bank Statement Review.' (Attachment B)
- Reconcile the checking account bank statement using Manatee. The new version of Manatee only performs 'proof of cash' reconciliations. (See the Manatee manual for detailed instructions.)
- All savings accounts, including SBA, MMDAs, CDs, should be reconciled to the bank statements. This should be done through Manatee reconciliation procedures by specifying a different $ account each time.
- If the SBA statement is received after closing the month, make interest adjustments as needed. The 'batch date' cannot be changed, but the 'bank date' will need to be the last day of the month you are reconciling. When running the reconciliation, be sure to use the correct dates.

Closing the month:
♦ Be sure to have plenty of paper in the printer.
♦ Execute the Month-End Macro by selecting "Ctrl M."
♦ The computer will make one backup and print several reports.
♦ Print a General Ledger/Monthly Statement for each account's sponsor/teacher:
  o From the Opening Menu select Reports, General Accounts, General Ledger, beginning and ending account numbers not including $ accounts, accounting period, and page breaks between accounts.
♦ Do not print an additional Principal's Monthly Report without rolling up accounts; the report that prints automatically is all that is required.
♦ E-mail Manatee files to Julie Perry in Finance and save a copy of the files on your computer. (See Attachment C – 'How to Archive Monthly Manatee Files.')
♦ Submit reports to Principal for review and signature.

Option 2 – Closing the Month BEFORE Reconciling the Bank Statement

Prior to closing the month:
♦ Be sure all deposits are entered.
♦ Verify that all posting is complete.

Closing the month:
♦ Be sure to have plenty of paper in the printer.
♦ Execute the Month-End Macro by selecting "Ctrl M."
♦ The computer will make one backup and print several reports.
♦ Print a General Ledger/Monthly Statement for each account's sponsor/teacher:
  o From the Opening Menu select Reports, General Accounts, General Ledger, beginning and ending account numbers not including $ accounts, accounting period, and page breaks between accounts.
♦ E-mail Manatee files to Julie Perry in Finance and save a copy of the files on your computer. (See Attachment C – 'How to Archive Monthly Manatee Files.')
♦ Do not print an additional Principal's Monthly Report without rolling up accounts; the report that prints automatically is all that is required.

At this point, checks and deposits may be entered in the new month. When the bank statement is received, the reconciliation process will need to be completed.

Completing the reconciliation process:
♦ Verify that the checking account bank statement has been reviewed, evidenced by the completion of the 'Monthly Bank Statement Review.' (Attachment B)
♦ Make interest adjustments as needed. The 'batch date' cannot be changed, but the 'bank date' will need to be the last day of the month you are reconciling.
♦ Reconcile the checking account bank statement using Manatee. Be sure to use the correct dates on the reconciliation screen. The new version of Manatee only performs 'proof of cash' reconciliations. (See the Manatee manual for detailed instructions.)
♦ All savings accounts, including SBA, MMDAs, CDs, should be reconciled to the bank statements. This should be done through Manatee reconciliation procedures by specifying a different $ account each time.
♦ Submit reports to Principal for review and signature.

Should you have any questions, please contact Julie Perry at 833-7552.

cc: School Principals
       Assistant Superintendents

Okaloosa County School District
Internal Funds – Submission of Monthly Reports
Cover Sheet/Check List

School:

Month/Year:

PLEASE SUBMIT DOCUMENTATION IN THE FOLLOWING ORDER. PAPERWORK SHOULD ARRIVE IN THE FINANCE OFFICE NO LATER THAN THE 20TH OF EACH MONTH.

☐ **Principal's Monthly Financial Report on Internal Funds**
(This will be the first report run by Manatee; the sub-accounts are "rolled up" into the main accounts.)

☐ **Bank Reconciliation Proof of Cash – Checking Account**
(If there are any "Unreconciled Items," the balance in the far right-hand column must be zero.)

☐ **List of Outstanding Deposits**

☐ **List of Outstanding Checks**

☐ **List of Cleared Checks**

☐ **Copy of Bank Statement – Checking Account**

☐ **Monthly Bank Statement Review – Checking Account**

☐ **Bank Reconciliation Proof of Cash – SBA Account**

☐ **Copy of SBA Statement – SBA Account**

☐ **Bank Reconciliation Proof of Cash – Other Accounts**

☐ **Copy of Bank Statement – Other Accounts**

☐ **Transfers Journal**

☐ **Adjustments Journal**

☐ **Ticket Inventory Ledger (only those active during the month)**

☐ **General Ledger – All Accounts**

☐ **Files E-Mailed**

Comments or additional information:

Okaloosa County School District
Monthly Bank Statement Review – Checking Account

School: _____

Month/Year: _____

When reviewing the bank statement, please pay special attention to the items on this list. Check each box as you review the statement.

☐ A. There should be no checks made payable to "Cash." If there are, this is an audit concern and should be noted below.

☐ B. There should be no checks made payable to the bookkeeper other than for reimbursement and imprest fund. It is recommended that change funds be made payable to the individual responsible for the change. Using vendor names such as "bookkeeper – reimbursement" and "bookkeeper – imprest fund" make these items easy to identify. If you have a concern, please note below.

☐ C. If you notice several checks made payable to an unfamiliar vendor, this may be an audit concern. For further investigation, note the name of the vendor below.

☐ D. If you see a check for an unusually large amount and are concerned as to whether or not it is legitimate, note the check number below.

☐ E. All checks should be signed by two authorized check signers. If any checks are signed by only one person or unsigned, please note the numbers below.

Notes:

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Reviewed By:

_____

Date: _____

## How to Archive Monthly Manatee Files & Send Files to Finance

In the past, the Manatee month-end backup was archived on 3.5" floppy disks. The new Manatee is backed up on the server; therefore, it will be necessary to copy the files from the server to a folder on the bookkeeper's hard drive. This folder is in lieu of the 3.5" floppy disks.

Create Folders on the Bookkeeper's Computer:

1) Double-Click 'My Documents'

2) Click 'File' – 'New' – 'Folder'
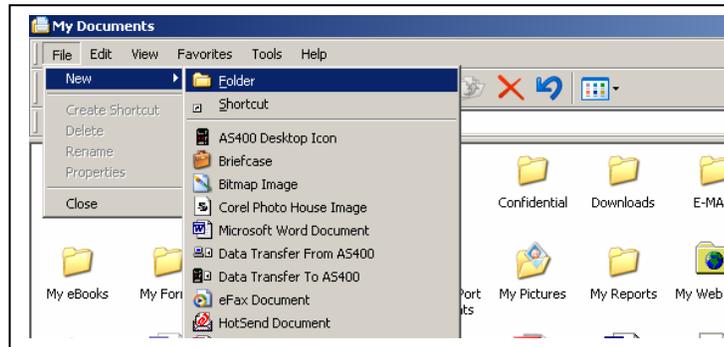
3) A new folder will appear, probably at the bottom.

4) Name the folder 'Manatee Backup.' (This will only need to be done once. All monthly folders will be placed in this folder.)
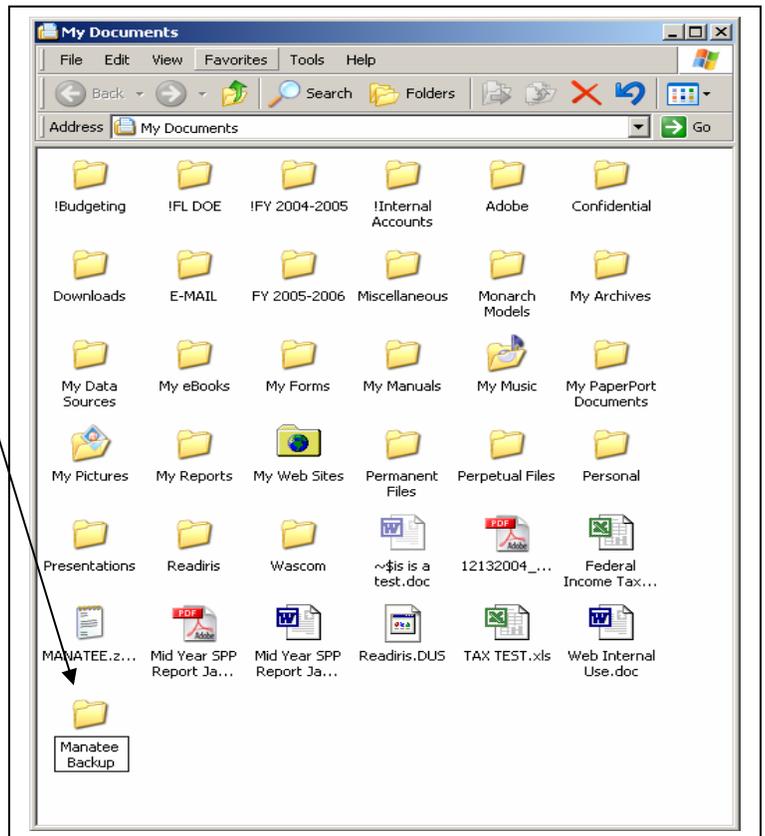
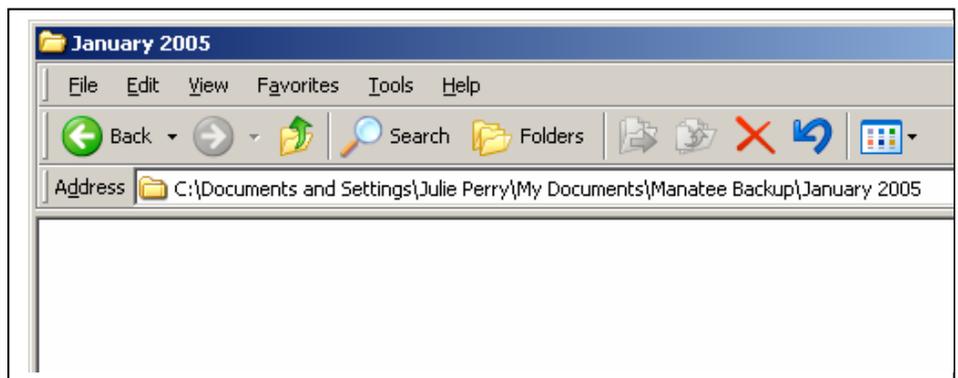5) Double-Click 'Manatee Backup' to open the folder (Notice that once you open a folder, its name appears at the top.)
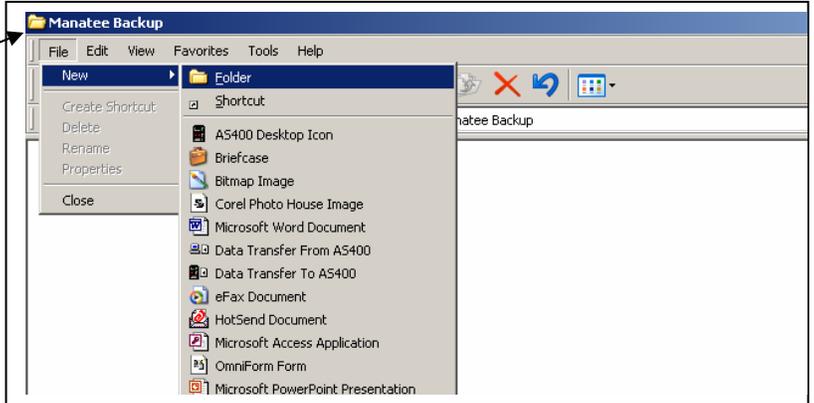
6) Click 'File' – 'New' – 'Folder'

7) Name the new folder the month and year, for example 'January 2005'
(You will place a new folder for each month in the Manatee Backup folder.)
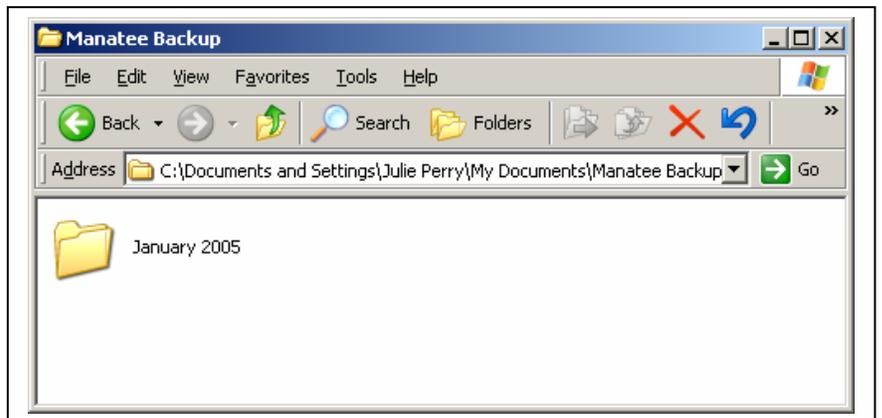
8) Double-Click the 'January 2005' folder to open it

Copy the Manatee Files from the Server Backup to the Bookkeeper's Computer:

1) Double-Click "My Computer"

2) Double-Click the drive you used to back-up the month. (If needed, the drive letter can be verified by placing the cursor over the drive; this will make the entire title appear, including the drive letter (M:).)
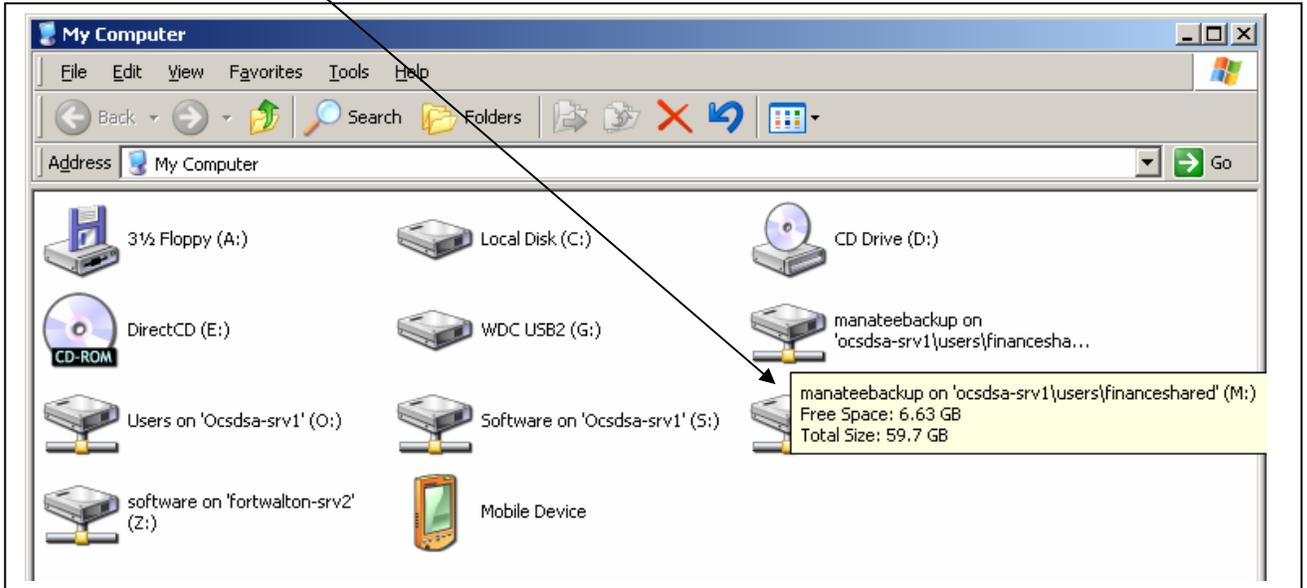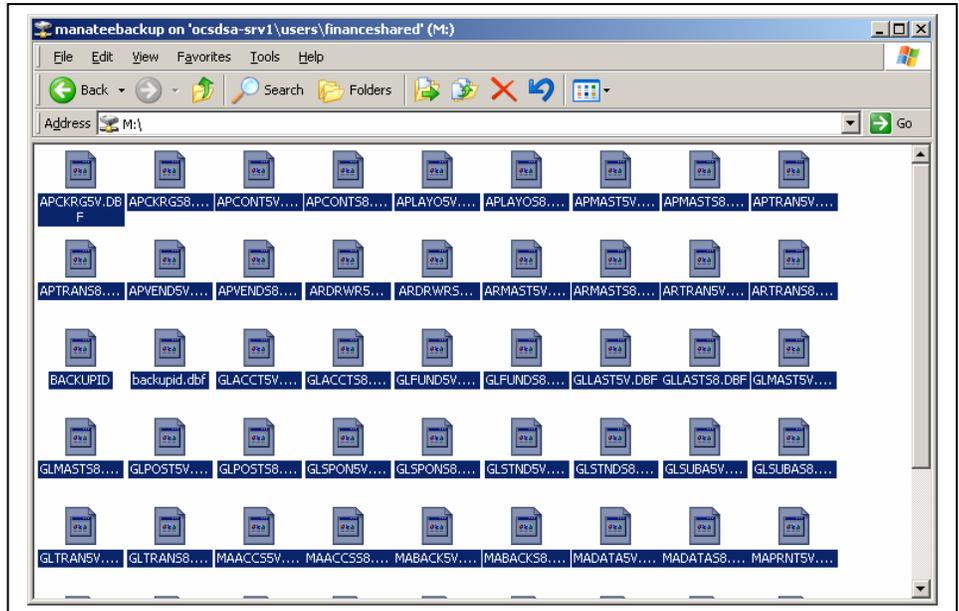

3) After double-clicking, the drive will open to reveal several Manatee files.

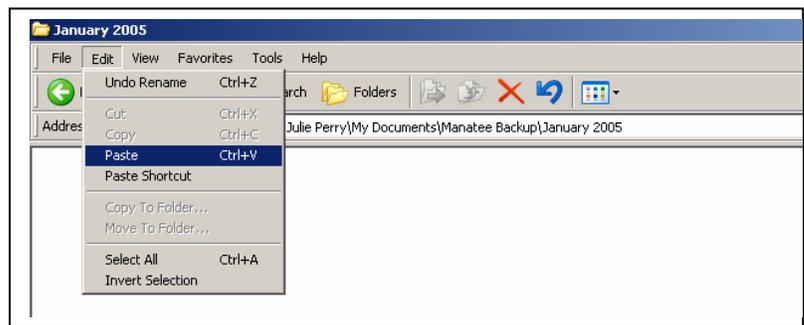4) Click 'Edit' and 'Select All'
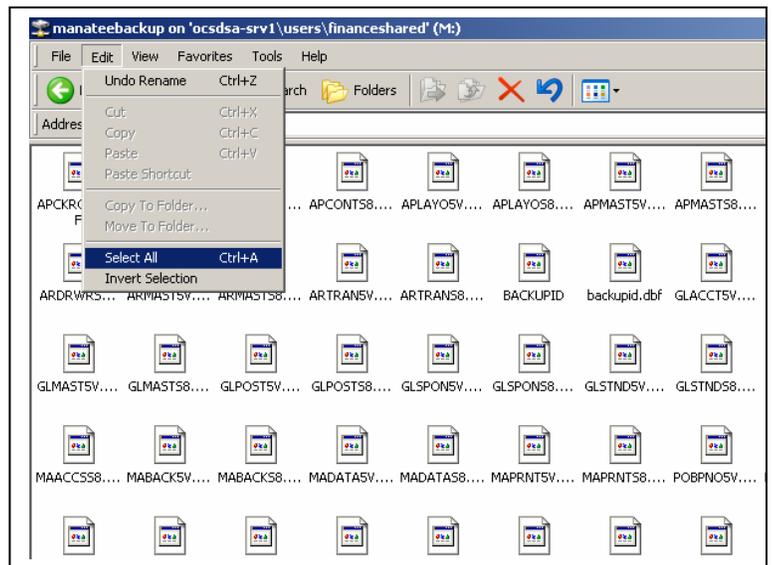
5) All files will then be highlighted.
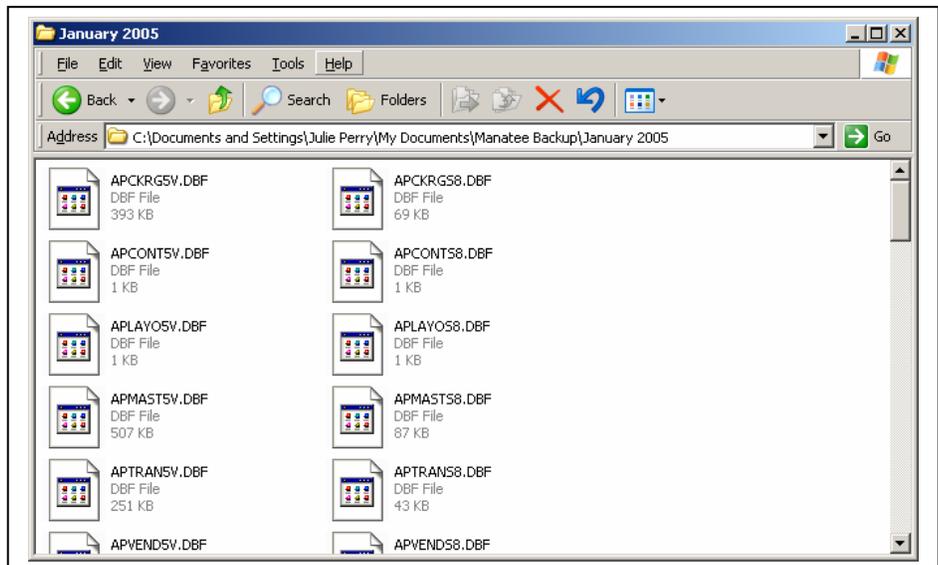
6) Click 'Edit' and 'Copy'

7) Go to the folder on the bookkeeper's hard drive (In this example, January 2005.)

8) Click 'Edit' and 'Paste'

9) Files will appear in the folder on the bookkeeper's hard drive

<u>Send the files to Finance:</u>

Instead of sending a disk with your reports, you will e-mail the files to Finance.

1) Open new e-mail message to Julie Perry

2) Follow directions 1 - 6 under "Copy the Manatee Files from the Server Backup to the Bookkeeper's Computer"

3) Go to the e-mail, click in the body, and click 'Edit' and 'Paste'

4) The files should be attached – send and you're done!