

County Quicken Account Monthly Checklist

County: _____
 Month: _____
 Year: _____

- | | Yes | No |
|--|--------------------------|--------------------------|
| 1 Have you been presented with the following to review for the current month? | | |
| a. Monthly Reconciliation Form (Finance 401) | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Depository Account Bank Statement | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Quicken Account Balance as of Previous Month Report | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Quicken Monthly Activity Detail Report | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Quicken Outstanding Check List | <input type="checkbox"/> | <input type="checkbox"/> |
| f. Copy of Monthly Transfer Email(s) from Financial Services | <input type="checkbox"/> | <input type="checkbox"/> |
| g. Yellow Copies of Official CES Pre-Numbered Receipts attached to each corresponding deposit slip | <input type="checkbox"/> | <input type="checkbox"/> |
| h. Documentation for Checks and Deposits (Check documentation remains in the County file) | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 Does the Monthly Reconciliation form balance (i.e., Adjusted Bank Balance equal Adjusted Book Balance)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 Do the reconciling items (if any) seem reasonable? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 Did the reconciling items (if any) from last month's reconciliation clear off of this month's reconciliation? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 Are there any checks on the Outstanding Check List with a check date greater than two months? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 Have NSF checks been resolved in a timely manner? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 Deposits | | |
| a. Is adequate documentation presented for each deposit? | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Are pre-numbered receipts written for all funds received and attached to the deposit slip? | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Is the source of the funds noted on each receipt? | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Are all receipt numbers accounted for? | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Are receipt numbers written on deposit tickets? | <input type="checkbox"/> | <input type="checkbox"/> |
| f. Does the dollar amount of the receipts equal the total deposit amount on the deposit slip? | <input type="checkbox"/> | <input type="checkbox"/> |
| g. Do the deposit slips tie back to the bank statement? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 Checks | | |
| a. Is adequate documentation presented for each check (i.e., receipts, invoices, etc.)? | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Are the checks written reasonable and for a legitimate Extension purpose? | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Has the check number and any other pertinent information been written on the documentation for each check? | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Are all check numbers accounted for? | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Have void checks been recorded in Quicken and then stapled in the check register (if available)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9 Are steps being taken to resolve the deficit in any Quicken Account which consistently has a negative balance? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10 Are sales taxes charged on publication sales, properly accounted for, and remitted to Financial Services? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11 Is \$5.00 per individual enrolled in each Pesticide Applicator Certification training sent to Financial Services to be deposited into the appropriate fund for Ples Spradley? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12 Have you signed the Monthly Reconciliation Form (Finance 401) indicating that you have reviewed and approve the report? | <input type="checkbox"/> | <input type="checkbox"/> |
| 13 Have the appropriate items in Number 1 been sent to Financial Services in a timely manner? | <input type="checkbox"/> | <input type="checkbox"/> |
| 14 Have the items in Number 1 been filed in the county office in an organized manner for easy access? | <input type="checkbox"/> | <input type="checkbox"/> |
| 15 Is a copy of the Quicken data being backed up to a flash drive, tested regularly, and stored offsite? | <input type="checkbox"/> | <input type="checkbox"/> |