



**Miami-Dade County  
Accountant Checklist  
Fiscal Year 2024**

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

**CHECKLIST TO DO BEFORE YEAR-END CLOSING:**

**Review Trial Balances (MD\_GLR246, Ledger Inquiry).**

<input type="checkbox"/>	Trace beginning fund balance to Annual Financial Statements and Single Audit Report.
<input type="checkbox"/>	Ensure G/L accounts have correct/normal balances (credits for liabilities, debits for assets).
<input type="checkbox"/>	Perform year over year analytical review of GL accounts and fund balance roll-forward. Research significant variances.
<input type="checkbox"/>	Review cash deficits, and determine whether all applicable transfers, collections and reimbursements have been recorded.
<input type="checkbox"/>	Review accounts with unchanged balances during the year for accuracy.
<input type="checkbox"/>	Accrue current year receivables and liabilities.
<input type="checkbox"/>	Reconcile Accounts Receivable GL's. For amounts that are not expected to be collected by December 31, 2024, reverse revenues and record as unavailable revenue- Account 2244000000.
<input type="checkbox"/>	Reconcile Due To/Due From accounts and obtain concurrence from complimentary fund accountant.
<input type="checkbox"/>	Ensure clearing accounts have zero balances (Account 1156000001, 9999999901).

**Review Income Statement (MD\_GLR203, MD\_GLR242)**

<input type="checkbox"/>	Perform year over year analytical review of accounts and fund balance roll-forward. Research significant variances.
<input type="checkbox"/>	Review prior year accruals and reverse those that were paid in FY2024.
<input type="checkbox"/>	Make sure revenues were billed and correctly recorded.
<input type="checkbox"/>	Ensure wire transfers in and out are recorded.
<input type="checkbox"/>	Review Transfers In/Transfers Out Accounts and obtain concurrence from complimentary fund accountant.

**Review Grants**

<input type="checkbox"/>	Ensure that all grants are balanced, with revenues equaling expenditures, prior to closing the fiscal year.
--------------------------	---

<input type="checkbox"/>	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
<input type="checkbox"/>	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.
<input type="checkbox"/>	Review any balances in the 'Unavailable Revenue' account and reverse them if payment has been received within the fiscal year.
<input type="checkbox"/>	Review the balances in the Deferred Revenue account and reverse them if corresponding expenditures have been incurred.
<input type="checkbox"/>	Ensure that the single audit work papers are completed by the due date and that all supporting documentation is provided.
<input type="checkbox"/>	If the balance in the 'Due from Other Governments' account has remained outstanding for more than one year, reclassify the amount to 'Unavailable Revenue'.
<input type="checkbox"/>	Complete the Grant Understanding Questionnaire and return it to Finance by the due date.

### **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.