



BANK

RECONCILIATION

MARCH 20, 2024

Presenter Background

Wayde Pollock, CESA 4 Director of Finance

- Finance Director at CESA #4 for over 10 years
- Before CESA 4, a governmental auditor for over 16 years
- At CESA 4, I currently assist school district business offices in a variety of areas; the most needed area is bank reconciliations



Agenda

- Why is this a big deal?
- Where do I start?
- Steps
- Common issues
- Tools for finding issues
- Hands on Skyward navigation on tools finding issues
- Questions
- Roundtable time on specific cash reconciliation issues

Why is this a big deal?



- Audit
 - One of the first items auditors will address is cash reconciliation
 - Sets the tone for your entire audit
 - When cash isn't reconciled they will begin questioning if the other accounts are reconciled
 - When the cash is not reconciled those dreaded words will follow in the auditor communication letter "Internal Control Issues"
- DPI
 - Internal control issues are reported to the DPI
 - Follow up by the DPI can include monitoring, which includes sending in your monthly bank reconciliations

Why is this a big deal?

- Fraud
- Cash management
 - Reconciling your cash accounts on timely basis allows you to make smart cash flow decisions
 - Minimize the short term borrowing
 - When your cash balances are not reconciled you run the risk of a large expenses or a large deposits not being recorded on your general ledger
 - This can greatly affect budget to actual reports provided to the school board
 - Likewise preparing claims for state and federal grants
- Just for your mental health
 - Once you know your cash is balanced it gives you a sense of relief

Where do I start?

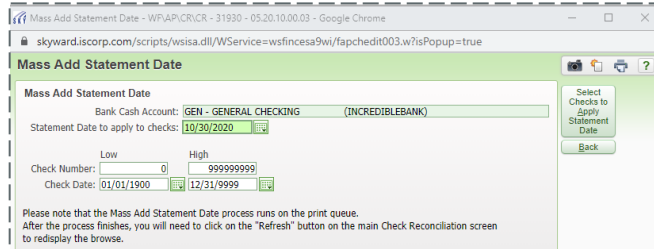
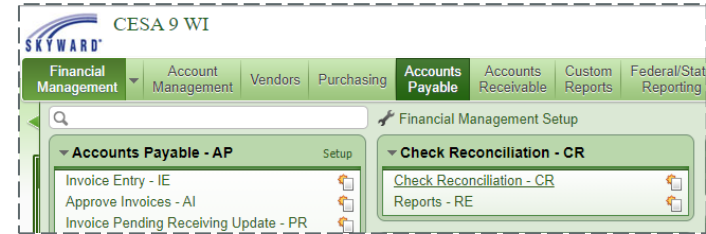
- What you'll will need:
 - Bank statement
 - Outstanding check list
 - Reports from general ledger software:
 - A summary of the month's cash balances you are reconciling
 - General ledger detail of the cash balances for the month you are reconciling
 - Bank reconciliation worksheet

Step 1

- Building your outstanding check list
 - Make sure the checks that have cleared the bank have been posted in your general ledger software
 - You can do this either manually or import a .csv file from your bank

Step 1: Check Rec in Skyward Web

- File Path >Financial Management - Accounts Payable - Check Reconciliation
- Select the bank account to reconcile
- Click Mass Add Statement Date
- Statement Date to apply to checks=last day of the month
- Click Select Check to Apply Statement Date
- Use Filters & Sorting to Narrow Down the List of Checks
- Check boxes for items on your bank statement
- Click Process



Step 1: Check Rec in Skyward

- Things to Remember
 - Reconcile wires, ACH, and regular check types
 - ACH check types automatically clear based on check date

Step 1: Outstanding Check List - PAC Option

- After adding statement dates to all checks
- Back to Check Rec Area
- Click on Report - Depending on how you have it set up select Report for 'General A/P' Only
- Select Open Checks to Yes and type in the date you are reconciling through. Normally the end of the month. You also have the option to type in the title of the report
- Click OK and your outstanding check list report will display

FM:\API\CR\CR - 846 - Report for 'GENERAL CHECKING' Only

Low High

Check Nbr: 0 999999999

Vendor Key: ZZZZZZZZZZZZ

Check Date: 12/31/9999

Cash Posting Date: 12/31/9999

Amount: -99,999,999.00 999,999,999.99

Check Types: R = Regular, H = Hold, S = Single, P = Pay, C = Continuous Void

M = Manual V = Void Q = Quick Void W = Wire Transfer

A = AP ACH Y = Payables Expense Z = Payables Reversal

Open Checks: Yes Open As Of: 10/31/2020

Statement Date:

Report Title: Statement Report

Enter the 'open as of' date.

SkyDoc

3aprpt03.p CESA 9 WI 1:27 PM 11/05/20

05.20.10.00.00-010024 Statement Report PAGE: 2

Check #	Payee Key	Payee Name	T	Check Date	Check Amount	Cash Posting Date	Stmnt Date
GEN INCREDIBLEBANK							
*****Continued*****							
202000111	BANK OF 003	BANK OF MONTREAL	W	10/10/2020	\$329.66	10/17/2020	
202000112	BANK OF 003	BANK OF MONTREAL	W	10/10/2020	\$299.00	10/17/2020	
202000113	BANK OF 003	BANK OF MONTREAL	W	10/10/2020	\$299.00	10/17/2020	
202000114	BANK OF 003	BANK OF MONTREAL	W	10/10/2020	\$1,324.20	10/17/2020	
202000115	BANK OF 003	BANK OF MONTREAL	W	10/10/2020	\$199.75	10/17/2020	
202000116	BANK OF 003	BANK OF MONTREAL	W	10/10/2020	\$75.00	10/17/2020	
202000117	WISCONSIO07	WISCONSIN DEPT OF REVENUE	W	10/30/2020	\$5,081.13	10/30/2020	
202000118	WISCONSIO10	WISCONSIN RETIREMENT SYST	W	10/30/2020	\$13,131.48	10/30/2020	
202000119	INTERNAL000	INTERNAL REVENUE SERVICE	W	10/30/2020	\$24,436.33	10/30/2020	
202000120	GREAT WE000	GREAT-WEST LIFE & ANNUITY	W	10/30/2020	\$880.00	10/30/2020	
202000121	WEA MEMB000	WEA MEMBER BENEFITS	W	10/30/2020	\$707.89	10/30/2020	
				Number Of Checks:	63	\$297,895.20	
				Total Checks:	63	\$297,895.20	
				Totals:	Bank	Total \$\$	
					GEN	\$297,895.20	
***** End of report *****							

Step 2: Create a Cash Account Report

3frbud12.p
05.17.06.00.00-010167

CO-OP ED SERVICES AGENCY 4, WI
Cash Summary (Date: 6/2017)

10:28 AM
08/21/17
PAGE:

Fd	T	Loc	Obj	Func	Prj	Func	Beginning	2016-17		2016-17		Ending	Balance
							Balance	FY Debits	FY Credits	Balance			
07	A	000	000	711000	000	CASH/CHECKING	-31,354.80	0.00	0.00			-31,354.80	
08	A	000	000	711000	000	CASH/CHECKING	0.00	0.00				2,205.00	
													-2,205.00
21	A	000	000	711000	000	CASH/CHECKING	-50,444.14	1,917,342.41	1,779,261.88				87,636.39
25	A	000	000	711000	000	CASH/CHECKING	59,936.68	286,362.21	302,648.05				43,650.84
27	A	000	000	711000	000	CASH/CHECKING	266,306.10	2,078,905.74	1,810,485.65			534,726.19	
29	A	000	000	711000	000	CASH/CHECKING	585,475.84	743,601.28	630,998.85			698,078.27	
66	A	000	000	711000	000	CASH/CHECKING	-24,566.23	29,369.08	32,932.34			-28,129.49	
71	A	000	000	711000	000	CASH/CHECKING	-34,634.66	1,576,168.92	1,697,614.30			-156,080.04	
75	A	000	000	711000	000	CASH/CHECKING	150,000.00	300,000.00	398,730.70			51,269.30	
80	A	000	000	711000	000	CASH/CHECKING	-112,260.28	21,782.43	12,976.90			-103,454.75	
81	A	000	000	711000	000	CASH/CHECKING	-31,894.23	0.00	19,511.24			-51,405.47	
82	A	000	000	711000	000	CASH/CHECKING	-333,658.85	37,007.36	209,834.31			-506,485.80	
83	A	000	000	711000	000	CASH/CHECKING	-441,453.10	234,605.74	357,101.01			-563,948.37	
84	A	000	000	711000	000	CASH/CHECKING	-238,365.55	3,179.89	109,713.82			-344,899.48	
85	A	000	000	711000	000	CASH/CHECKING	-35,876.66	0.00	0.00			-35,876.66	
97	A	000	000	711000	000	CASH/CHECKING		480,219.36	2,307,969.92			2,155,984.81	632,204.47
Grand Asset Totals							207,429.48	9,536,294.98	9,519,998.86			223,725.60	

Step 2: Create a Cash Account Report - Web

SKYWARD CESA 9 WI Hilary Cordova Account Preferences Exit ?

Financial Management Account Management Vendors Purchasing Accounts Payable Accounts Receivable Custom Reports Federal/State Reporting Administration

Budgetary Data Mining Add Delete Clone Back

Report Information
Parameters
Breaks
Account Ranges
Field Selection

Report Name: BALANCE SHEET SUMMARY CASH ACCOUNTS
Report Title: BALANCE SHEET SUMMARY CASH ACCOUNTS
Report Type: Balance Sheet Summary

Print
Excel

Report Information
Report Name: BALANCE SHEET SUMMARY CASH ACCOUNTS
Report Title: BALANCE SHEET SUMMARY CASH ACCOUNTS
Report Type: Balance Sheet Summary

Budgetary Data Mining - WFA\M\RP\DM\DM - 27021 - 05.20.10.00.03 - Google Chrome
skyward.iscorp.com/scripts/wsisa.dll/WSservice=wsfincesa9wi/famdmtabs000.w

SKYWARD CESA 9 WI Hilary Cordova Account Preferences Exit ?

Budgetary Data Mining

Report Information
Parameters
Breaks
Account Ranges
Field Selection

Report Name: BALANCE SHEET SUMMARY CASH ACCOUNTS
Report Title: BALANCE SHEET SUMMARY CASH ACCOUNTS
Report Type: Balance Sheet Summary

Account Ranges

Low	High
Category: <input type="text"/>	<input type="text" value="ZZZZZZZZ"/>
Group: <input type="text"/>	<input type="text" value="ZZ-ZZ-ZZZZ"/>

Account Status: Active and Inactive Active Inactive

Save
Back

Balance Sheet Accounts

Asset Liability Equity

Low Account: 05 * 000 000 711000 000
High Account: 99 * 999 999 711000 999

Low	High
Fund: <input type="text" value="05"/>	<input type="text" value="99"/>
Type: <input type="text" value="*"/>	<input type="text" value="*"/>
Location: <input type="text" value="000"/>	<input type="text" value="999"/>
Object: <input type="text" value="000"/>	<input type="text" value="999"/>
Function: <input type="text" value="711000"/>	<input type="text" value="711000"/>
Project: <input type="text" value="000"/>	<input type="text" value="999"/>

Step 2: Create a Cash Account Report - PaC

The screenshot displays the 'Financial: Main Screen' application interface. The top menu bar includes 'Login', 'Logoff', 'Exit', 'Preferences', 'Utilities', 'Customer Access', 'View My Security', 'Personalize My Screen', and 'Help'. The user is identified as 'HILARY CORDOVA' with a sign-in time of '10:53:35 AM' and entity '000'. A toolbar contains icons for 'System Admin', 'Human Resources', 'Financial Mngmt', 'Setup', 'Chart of Accounts', 'Vendor Master', 'Account Mngmt', 'Purchasing', 'Receiving', 'COdes', 'Gen. Input', 'Bdgt. Mngmt', 'Reporting', 'Audits', and 'Utilities'. The 'Reporting' icon is highlighted with a green box.

A 'Reporting - RE' window is open, showing a tree view of report categories. The 'Summary - SU' sub-category under 'Balance Sheet - BS' is highlighted with a yellow box.

The 'FMVAMRE(BS)SU - 2969 - Summary' window is active, displaying a list of reports. The 'BALANCE SHEET SUMMARY' report is highlighted with a yellow box. Below the list, a search box and a list of report descriptions are visible.

The 'BALANCE SHEET SUMMARY' report details are shown on the right side of the window, including report notes, district report template, consolidation funds, print details, sequence code, account types, and report entries.

The search results for 'Search Reports by Description' are as follows:

Search Results
#ACCOUNTS RECEIVABLE
#CASH & INVESTMENTS
#CURRENT LIABILITIES
#DUE TO/FROM OTHER GOVT
BALANCE SHEET SUMMARY
BALANCE SHEET SUMMARY AP 811200's

The Filter button allows you to access the report ranges.

Step 3 - Bank Reconciliation Worksheet

- Skyward Bank Reconciliation Process
 - [SkyDoc for PaC](#)
 - [SkyDoc for Web](#)

I prefer to use a spreadsheet

Step 3 - Bank Reconciliation Worksheet

CESA #4
Cash Reconciliation
June 30, 2017

Balance Sheet Ending Balance

07 000 000 711000	(31,354.80)	
08 000 000 711000	(2,205.00)	
21 000 000 711000	165,733.48	
25 000 000 711000	46,381.72	
27 000 000 711000		555,819.87
29 000 000 711000	708,855.87	
66 000 000 711000	(28,129.49)	
71 000 000 711000	(156,080.04)	
75 000 000 711000	51,269.30	
80 000 000 711000	(103,454.75)	
81 000 000 711000	(51,405.47)	
82 000 000 711000	(506,485.80)	
83 000 000 711000	(588,028.79)	
84 000 000 711000	(344,899.48)	
85 000 000 711000	(35,876.66)	
97 000 000 711000	543,585.64	

223,725.60

Reconciling Items:

0.00

Bank Balance: Account 112352 Business Checking	389,725.48
Outstanding Checks	<u>(165,999.88)</u>

Reconciled Bank Balance

223,726.60

Variance

What, wait I have a variance....?!?

- Enter the the information on the worksheet and you should be all set, right?
- It doesn't always work that way does it?



Common Issues - Checklist

- Verify outstanding check listing
- Check voids
- Verify deposits/cash receipts
- Check ACH/wire pulls
- Check other funds
- Student fee collection systems
- Verify that interest & bank fees are recorded
- Check posting dates
- Check journal entries
- Verify fiscal year end cash adjustments (summer payrolls)
- Check for bank errors

Common Issues

- Verify the outstanding check list
 - Does it make sense?
 - Compare to last month - a statement date could be removed by accident
 - Look at old checks - are they really still outstanding?
- Voided checks
 - Verify that a check that was voided didn't clear the bank
 - Verify that a voided check isn't on the outstanding check list

Common Issues

- Deposits/cash receipts
 - Cash receipts match bank statement deposits
 - Deposits or transfers “in transit” on the last day of the month
 - Verify all ACH deposits are recorded - ACHs from the DPI, other schools, and other sources can be missed
- Verify all vendor ACHs and wires have been recorded
 - Many of these should be recorded through AP system
 - ACH pulls can be missed
 - Examples: EBC, credit cards, insurances
 - Recorded for the wrong amount
 - Posted to the wrong date

Common Issues

- Posting of checks or deposits to the wrong fund
 - A group of funds will be reconciled for one bank account, but not all funds.
- Example
 - Let's say fund 21 has its own bank account
 - Some districts cut checks from the fund 10 bank account to pay for fund 21 expenses. This might happen when bills are split between general fund and activity accounts
 - On the ledger, you may do a manual check or JE to fix this. However, there may not be a transfer of funds between the two bank accounts causing an issue
 - Solution: Eliminate the account at the bank or run separate checks
- Interest and bank fees
 - Record by cash receipt or manual check

Common Issues

- Posting dates
 - Time to time, Payroll, ACHs, Wires, checks, payroll runs, and deposits are posted to one month in the general ledger system but doesn't post to the bank statement until following month
- Journal entries
 - Be careful making journal entries to the cash accounts. Journal entries to the cash accounts should only be between funds that are reconciled together with the same bank account, or to record transactions that have hit the bank statement but are not recorded on the general ledger.

Common Issue (Fix) Best Practice

1. Avoid journal entries if at all possible

- a. Use cash receipts
- b. Use manual checks

2. Timing Issues

- a. My recommendation is at the end of the month, prior to posting final deposits and wires, to wait until you have your bank statement in hand to post into financial system

Common Issues

- Fiscal year end cash restore
 - At year end when posting back to June, summer payrolls and checks issued after July 1 could possibly cause a need to restore cash.
 - Once you have identified these amounts though they are easy to correct. The entries are between accounts payable / accrued payroll and cash.
 - Make sure you have these amounts documented. The auditors will want to see it.
 - The cash restore journal entries will need to be reversed in the following fiscal year.

Common Issues

- Bank Errors
 - They do happen!
 - Examples:
 - Checks listed on the bank statement with the wrong check number or incomplete
 - Checks/ACHs/wires clear with the wrong amount
 - Deposits posted are for the wrong amount
 - Sometimes the bank makes an error and has to credit it back to your account or a vendor does a credit without notification.

Common Issue - Example

Student Fee Collection Systems

- Need to be careful with timing issues and matching to bank statement
 - Do you have a direct connection to Skyward? This can be dangerous....
 - Payments from credit cards take several days to post. Are these hitting the bank in the correct month?
 - How are you batching and documenting these transactions?

Tools for Finding Issues

- Detailed balance sheet report
- Remember to use filters to narrow down the report to only the accounts to be reconciled
- The totals at the end help narrow down where an issue is

Grand Asset Totals	127,307.45	22,931,711.23	23,059,018.68
--------------------	------------	---------------	---------------

Total for Accounts Payable	-1,415,201.13
Total for Cash Receipts	2,158,271.65
Total for Payroll	-741,783.09
Total for Journal Entries	0.00
Grand Total	1,287.43

DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
CHECK # 53226	3,742.81		11/30/16	176,806.81
CHECK # 53229	2,029.00		11/30/16	174,777.81
CHECK # 300040	211.37		11/30/16	174,566.44
BALANCE THIS STATEMENT			11/30/16	174,566.44
TOTAL CREDITS (58)	2,158,271.65			
TOTAL DEBITS (215)	2,086,415.49			

Cash General Ledger Detail

3frbud12.p 76-4
05.23.10.00.00

SCHOOL DISTRICT OF ARGYLE
CASH RECONCILIATION DETAIL (Date: 09/01/2023 - 09/30/2023)

12/06/23

Page:1
8:41 AM

Fd	T	Func	September 2023-24		September 2023-24		September 2023-24		September 2023-24		Ending			
			Beginning Balance	Credits	Debits	Monthly Activity	Balance	Inv Date	Chk#/Rec#	Check Date	Amount			
Date	Src	Sub	Batch	Vendor Name/Ref	PO#/Line#	Description	Inv#/Desc2	Inv Date	Chk#/Rec#	Check Date	Amount			
10	A	000	000	711000	000	1,692,869.74	411,143.18	474,390.66	63,247.48	1,756,117.22				
09/11/23	AP	CDWC				CASH TOTAL					-22,281.28			
09/11/23	AP	CDMC				CASH TOTAL					-11,292.81			
09/11/23	AP	CDCC				CHECK REGISTER SUMMARY UPDATE					-127,938.66			
09/15/23	PR	AS				GENERAL FUND/CASH ON HAND	Regular Payroll	09/14/23			-63,710.49			
09/15/23	AP	CDWC				CASH TOTAL					-34,507.23			
09/15/23	AP	CDCC				CHECK REGISTER SUMMARY UPDATE					-50.00			
09/29/23	AP	CDWC				CASH TOTAL					-33,108.99			
09/29/23	AP	CDCC				CHECK REGISTER SUMMARY UPDATE					-50.00			
09/29/23	PR	AS				GENERAL FUND/CASH ON HAND	Regular Payroll	09/26/23			-58,466.58			
09/30/23	CR	AU				CASH TOTAL					414,783.52			
09/30/23	CR	AU				CASH TOTAL					1,000.00			
09/30/23	PR	AS				GENERAL FUND/CASH ON HAND	Accounting Adj	10/09/23			0.00			
09/30/23	PR	PBEN				GENERAL FUND/CASH ON HAND	Accounting Adj	10/09/23			0.00			
09/30/23	PR	AS				GENERAL FUND/CASH ON HAND	Accounting Adj	10/09/23			0.00			
09/30/23	AP	CDMC				CASH TOTAL					-997.50			
09/30/23	AP	CDMC				CASH TOTAL					-132.50			
						September					63,247.48			
						*10 A 000 000 711000 000					63,247.48			
						*Accounts Payable					-230,358.97			
						*Cash Receipts					415,783.52			
						*Payroll					-122,177.07			

Tools for Finding Issues

- Skyward Web
 - Financial Management > Account Management > Account Profile
- Select the account and then click on detail activity to the left
- Select a credit amount below and click view

The screenshot displays the Skyward web application interface. At the top, there is a navigation menu with options like Home, Account Management, Vendors, Purchasing, Accounts Payable, Accounts Receivable, Fixed Assets, Inventory, SBAA, Custom Reports, Federal/State Reporting, Bid Management, and Administration. Below this, the 'Detail Activity' section is active, showing the account profile for '10 A 000 000 711000 000 - GEN. FU/CASH ON HAND/..'. The account status is 'Active' and the adjusted ending balance is '1,396,929.78'. The 'Detail Activity' table is displayed with the following data:

Post Date	Source	Sub Src	Batch	Description	Debit Amount	Credit Amount	Fiscal Year	Updated
09/15/2023	AP	CDCC		CHECK REGISTER SUMMARY UPDATE	0.00	50.00	2023-2024	09/14/2023
09/11/2023	AP	CDWC		CASH TOTAL	0.00	22,281.28	2023-2024	09/11/2023
09/11/2023	AP	CDMC		CASH TOTAL	0.00	11,292.81	2023-2024	09/11/2023
09/11/2023	AP	CDCC		CHECK REGISTER SUMMARY UPDATE	0.00	127,938.66	2023-2024	09/11/2023
08/31/2023	JE		2024-001	FUND 10 CASH	0.00	16,252.00	2023-2024	09/15/2023
08/31/2023	CR	AU		CASH TOTAL	557,737.49	250.00	2023-2024	09/11/2023
08/31/2023	CR	AU		CASH TOTAL	500.00	0.00	2023-2024	10/03/2023
08/30/2023	PR	AS		GENERAL FUND/CASH ON HAND	5,436.93	18,394.57	2023-2024	08/23/2023
08/30/2023	AP	CDWC		CASH TOTAL	0.00	7,828.55	2023-2024	09/02/2023
08/15/2023	PR	AS		GENERAL FUND/CASH ON HAND	5,382.73	21,399.42	2023-2024	08/08/2023
08/15/2023	AP	CDWC		CASH TOTAL	0.00	7,443.40	2023-2024	08/15/2023
08/09/2023	AP	CDWC		CASH TOTAL	0.00	13,290.87	2023-2024	08/03/2023

Tools for Finding Issues

View Detail Transaction Records - 09/11/2023 - WF\AM\CA\TB\DA - 29384 - 05.23.10.00.05 - Google Chrome

websky.argyle.k12.wi.us/scripts/wsisa.dll/WService=wsFin/facctbrws033.w?historyRecord=0x000000000005692e&isPopup=true

View Detail Transaction Records - 09/11/2023

Detail Summary History Information

Source: <input type="text" value="AP/CDCC"/>	Account: <input type="text" value="10 A 000 000 711000 000"/>
Post Date: <input type="text" value="09/11/2023"/>	Description: <input type="text" value="CHECK REGISTER SUMMARY UPDATE"/>
Debit: <input type="text" value="0.00"/>	Updated: <input type="text" value="09/11/2023"/>
Credit: <input type="text" value="127,938.66"/>	By: <input type="text" value="PAULSON, STEPHANIE"/>

Views: Filters:

Check Nbr	Vendor	Invoice Account	Account Amount	Invoice Description	Proj/Grant	Summary Ty
72479	95 PERCE000	10 E 800 310 221300 365	500.00	TOP 10 TOOLS, 1 YEAR ROLLING SUB		CASACC
72479	95 PERCE000	10 E 800 310 221300 365	7,500.00	TOP 10 TOOLS 1YR ROLLING SUBSCR		CASACC
72480	ACCESS S001	10 E 800 360 252000 000	1,372.47	MONTHLY LEASE/SUPPLY SHIPPING		CASACC
72481	ALLIANT 000	10 E 800 331 253000 000	213.43	GAS CHARGES		CASACC
72482	ALPHA C0000	10 E 800 324 253000 000	1,833.00	MAINT EXPENSE (HVAC LABOR FOR A		CASACC
72483	AMAZON C000	10 E 200 411 126000 000	11.58	CLASS ROOM SUPPLIES, OFFICE SUPP		CASACC
72483	AMAZON C000	10 E 400 411 126000 000	10.99	CLASS ROOM SUPPLIES, OFFICE SUPP		CASACC
72483	AMAZON C000	10 E 800 411 121000 000	21.12	OFFICE SUPPLIES, COPY PAPER, TECH		CASACC
72483	AMAZON C000	10 E 800 411 125000 000	4.50	CLASS ROOM SUPPLIES, OFFICE SUPP		CASACC
72483	AMAZON C000	10 E 800 411 251000 000	205.90	CLASS ROOM SUPPLIES, OFFICE SUPP		CASACC
72483	AMAZON C000	10 E 800 411 252000 000	1,243.03	OFFICE SUPPLIES, COPY PAPER, TECH		CASACC
72483	AMAZON C000	10 E 800 411 295000 000	17.95	CLASS ROOM SUPPLIES, OFFICE SUPP		CASACC
72483	AMAZON C000	10 E 800 411 295000 000	28.17	OFFICE SUPPLIES, COPY PAPER, TECH		CASACC
72484	ANDREWS 000	10 E 800 324 253000 000	518.18	KITCHEN OPERATION EXPENSES-ICE		CASACC
72484	ANDREWS 000	10 E 800 324 254300 000	430.25	OPERATION EXPENSE (TOLIET INSTA		CASACC
72485	BADW1 001	10 E 800 411 136000 000	44.95	AUGUST CYLINDER RENTAL		CASACC
72485	BADW1 001	10 E 800 411 136000 000	44.95	JULY CYLINDER RENTAL		CASACC
72485	BADW1 001	10 E 800 411 136000 000	114.00	TANK LEASE (AC4/OX251) AUG 2023-		CASACC
72487	BEACON A000	10 E 800 411 160000 000	209.00	FIELD PAINT		CASACC
72490	BOARDMAN000	10 E 800 317 231000 000	92.00	LEGAL FEES FOR JULY 2023		CASACC

20 records displayed

Check Nbr:

QMLATIV BANK RECONCILIATIONS

- General
- Accounts
- ACH Files
- ACH Transactions
- Accounts Payable Invoices
- Accounts Receivable Invoices
- Cash Receipt Deposits
- Outgoing Cash Receipts
- Checks
- Fee Management Payments
- Food Service Payments
- Food Service Purchases
- Journal Entries
- Wire Transfers
- Manual Adjustments

BANK RECONCILIATION DETAILS

Status Open
 Closed
 Closed for Check Reconciliation Only

	<u>System Totals</u>	<u>On Statement</u>	<u>Outstanding</u>
Monthly Beginning Balance			\$-9,424.75
ACH	\$-316,510.61	\$-316,510.61	\$0.00
Accounts Payable Invoices	\$0.00	\$0.00	\$0.00
Accounts Receivable Invoices	\$0.00	\$0.00	\$0.00
Cash Receipt Deposits	\$550,463.39	\$550,463.39	\$0.00
Checks	\$-54,561.48	\$-61,448.59	\$-2,537.64
Fee Management Payments	\$0.00	\$0.00	\$0.00
Food Service Payments	\$0.00	\$0.00	\$0.00
Food Service Purchases	\$0.00	\$0.00	\$0.00
Journal Entries	\$0.00	\$0.00	\$0.00
Wire Transfers	\$-119,403.92	\$-119,403.92	\$0.00
Manual Adjustments			\$0.00
Grand Totals	\$59,987.38	\$53,100.27	\$-2,537.64

Bank Statement Ending Balance	291032.68
+ Outstanding Balance	\$-2,537.64
- Monthly Ending Balance	\$288,495.04
= Variance	\$0.00



Wayde Pollock
(608) 786-4540
wpollock@cesa4.org

CESA 4 provides Accounting Assistance services to school district business offices. These services are designed to provide assistance to a business office that may have experienced a change in staff or to assist staff in leveraging time within the business office. Services are provided by the CESA 4 Finance Director who has been in this position over nine years, has over 16 years of experience auditing school districts, and has experience with Skyward, Qmlativ, and Alio.

Directions

District-Based Services

- Reconciling cash accounts, payroll liability accounts, or other accounts that have been an issue
- Analyzing and improving efficiencies in accounting processes
- Assistance on accounting issues such as debt service, capital assets, capital project funds, and other items
- Training new staff in the financial module of Skyward and Qmlativ
- Reducing/eliminating auditors' internal control finding for lack of segregation of duties
- Assistance with grant claiming
- Assistance preparing for the audit and documentation to:
 - ▶ Reduce auditor questions
 - ▶ Reduce the time the auditors are on-site and the number of follow-up requests once they leave
 - ▶ Reduce journal entries

Level 3

(You will only be charged for the number of days actually used)

I provide services to school districts through CESA #4. This service is listed in the CESA #4 School District Catalog. If at anytime you find yourself stuck, starting to get behind, or just new to your position never hesitate to contact me for some assistance. This also goes for any questions you may have on invoices to or from us, special education funding, or anything else I can help you with.

I can be reached at:

Wayde Pollock
Finance Director
608-786-4540
wpollock@cesa4.org

Any Questions?

