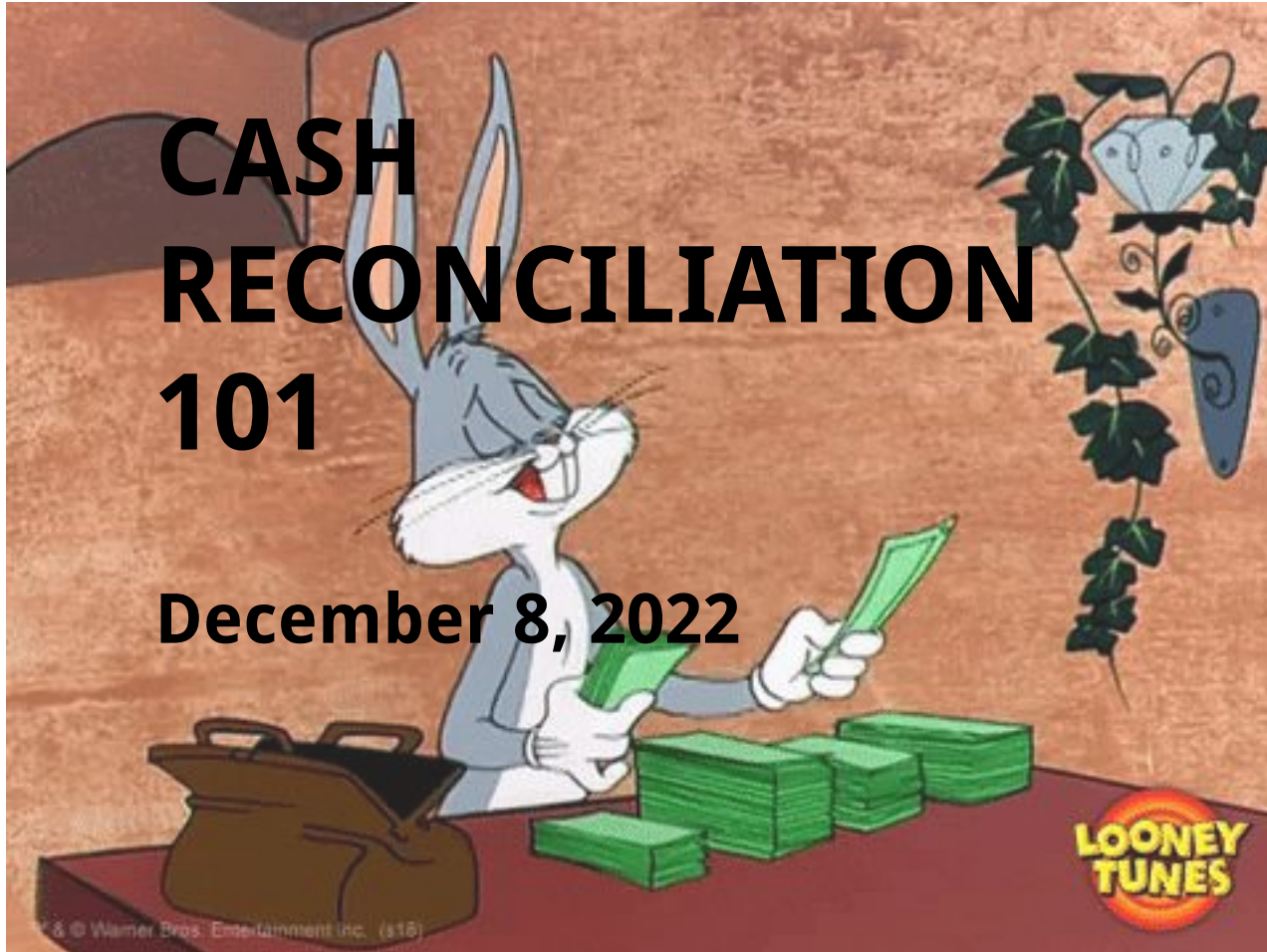


# CASH RECONCILIATION 101

December 8, 2022



# Presenter Background

## Wayde Pollock, CESA 4 Director of Finance

- Finance Director at CESA 4 for over 9 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



# Presenter Background

Mike Koltes, CESA 5 Director of Finance

- Finance Director at CESA 5 for over 10 years
- Before CESA 5, school district Business Director
- At CESA 5 , our team 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
- 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

# Where do I start?

- What you'll will need:
  - Bank statement
  - Outstanding check list
  - Report from general ledger software of cash balances
  - Bank reconciliation worksheet

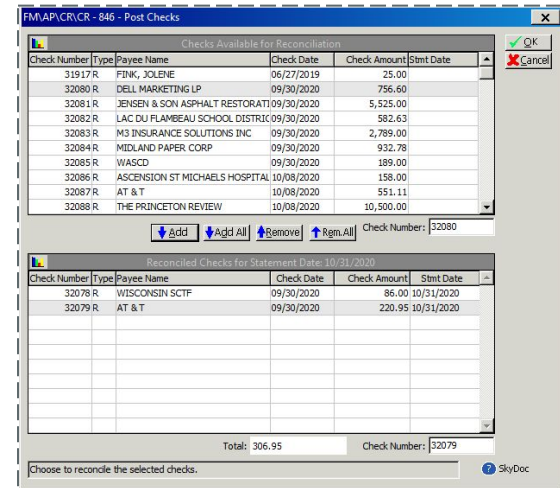
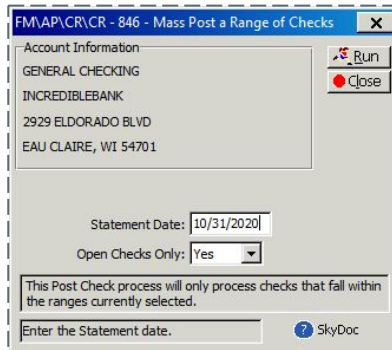
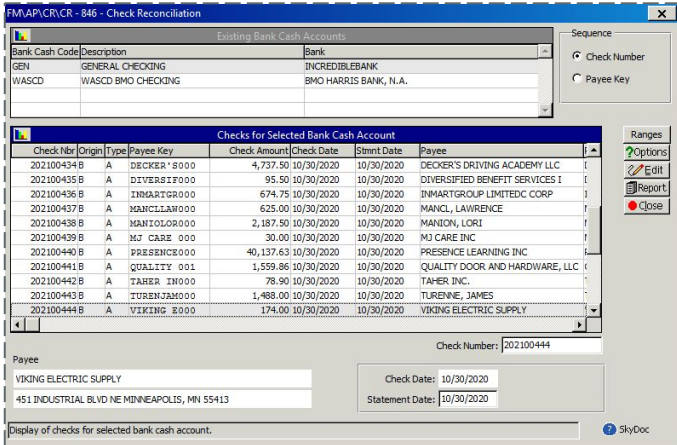
# Step 1

- 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
    - CSV [PaC Skydoc](#) & [Skyward Webinar](#)



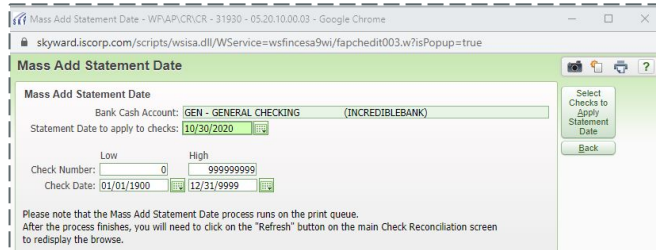
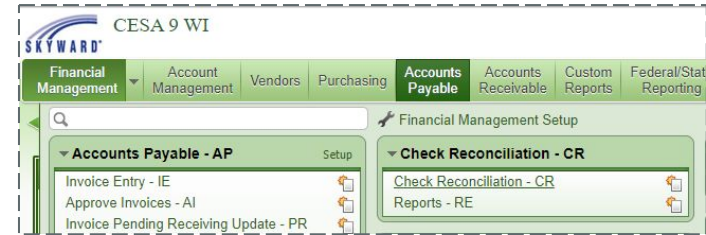
# Step 1: Check Rec in Skyward PAC

- File Path >Financial Management - A/P - Check Rec
- Select the bank account to reconcile
- Click on Options, then Post Checks
- Statement Date = last day of the month
- Open Checks Only=yes
- Run
- Use the Add Button to Select Checks cleared your Bank Statement
- Click OK



# 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

Low High  
Check Nbr: 0 999999999  
Vendor Key: ZZZZZZZZZZ  
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

3aprrt03.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	Stmt Date
*****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  
05.17.06.00-010167

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

10:28 AM

08/21/17  
PAGE: 1

<u>Fd</u>	<u>T</u>	<u>Loc</u>	<u>Obj</u>	<u>Func</u>	<u>Prj</u>	<u>Func</u>	<u>Beginning</u>	<u>2016-17</u>	<u>2016-17</u>	<u>Ending</u>
							<u>Balance</u>	<u>FY Debits</u>	<u>FY Credits</u>	<u>Balance</u>
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

Number of Accounts: 16

# 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

Report Information

Report Name: BALANCE SHEET SUMMARY CASH ACCOUNTS

Report Title: BALANCE SHEET SUMMARY CASH ACCOUNTS

Report Type: Balance Sheet Summary

Report Information

Report Name: BALANCE SHEET SUMMARY CASH ACCOUNTS

Report Title: BALANCE SHEET SUMMARY CASH ACCOUNTS

Report Type: Balance Sheet Summary

Budgetary Data Mining - WFAAM/FP/DM/DM - 27021 - 05.20.10.00.03 - Google Chrome

skyward.iscorp.com/scripts/wsisa.dll/WService=wsfincesa9wi/famdmtabs000.w

SKYWARD CESA 9 WI

Hilary Cordova Account Preferences Exit ?

Budgetary Data Mining

Report Information

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:

High Account:

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 software interface with the following components:

- Main Screen:** Financial: Main Screen 05.20.10.00.03 - 010287. Menu items: Login, Logoff, Exit, Preferences, Utilities, Customer Access, View My Security, Personalize My Screen, Help. User: HILARY CORDOVA, Sign In Time: 10:53:35 AM, Entity: 000. Buttons: Use Personal Settings, SkyDoc, Login, Logoff, Exit.
- Navigation Panel:** Includes icons for System Admin, Human Resources, Financial Mngmt (highlighted), Setup, Chart of Accounts, Vendor Master, Account Mngmt (highlighted), Purchasing, Receiving, Codes, Gen. Input, Bdgt. Mngmt, Reporting (highlighted), Audits, and Utilities.
- Reporting - RE Window:** A tree view showing report categories: Revenue/Expense - RE, Balance Sheet - BS, Transaction History - TH, and Other Reports - OR. Under Balance Sheet - BS, 'Summary - SU' is highlighted.
- FMVAMRE (BS,SU) - 2969 - Summary Window:** Lists reports for user HILARY R CORDOVA. The 'BALANCE SHEET SUMMARY' report is highlighted. A search box at the bottom shows results for 'BALANCE SHEET SUMMARY'.
- Summary Report Configuration Panel:** Shows settings for the selected report, including Report Notes, District Report Template, Consolidate Funds, Print Detail, Sequence Code, Account Types, and Report Entries.

# 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	
		<u>223,725.60</u>

Reconciling Items:

0.00

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

Reconciled Bank Balance

223,726.60

Variance

0.00

# Step 3 - Bank Reconciliation Worksheet

Alternative sample spreadsheet for cash reconciliation

- [Click here for sample](#)

# What the....?!?

- 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
    - 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, journal entries are created to fix this. However, there may not be a transfer of funds between the two bank accounts causing an issue
- 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 will 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?

# Common Issue - Example

## Student Fee Collection System

- Batching
  - Pull a report from the fee management system by deposit date
  - Match total dollar amount from the fee management system to the batch you create in Skyward
  - You can create a .csv file to import cash receipts into Skyward
  - I suggest doing more than one batch per month (weekly or semi-monthly)
- Notifications should go to the accountant
- Around the end of the month, wait till you can review the bank statement for the previous month and then post correctly
- Watch your transaction fees. Are your fees hitting the bank or just being pulled off the top

# Tools for Finding Issues

- Detailed balance sheet report
  - [Web SkyDoc](#)
  - [PaC SkyDoc](#)
- 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			

# 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, the Skyward logo and 'CESA 9 WI' are visible. The navigation menu includes options like Financial Management, Account Management, Vendors, Purchasing, etc. The 'Detail Activity' page is active, showing account information for '25 A 000 000 711000 000 - ADMINISTRATION/CASH/ADMINISTRATION/CASH-ADMINISTRATION' with an adjusted ending balance of -186,484.76. Below this, a table of transactions is shown, with the 'Regular Payroll' entry selected.

Post Date	Source	Sub Src	Batch	Description	Debit Amount	Credit Amount	Fiscal Year	Updated	Updated By	Description 2	Dtl/Sum	Summary Type	Project/Grant	Update ID	FFAMDH ID
11/02/2020	ARPY	AU		CASH PAYMENTS	11,655.75	0.00	2020-2021	11/04/2020	KOTTKRYA000		S	CASACC		5914	164412
11/02/2020	ARPY	AU		CASH PAYMENTS	2,225.25	0.00	2020-2021	11/04/2020	KOTTKRYA000		S	CASACC		5914	164415
10/30/2020	PR	AS		GENERAL ADMINISTRATION/CASH/ADMII	0.00	16,683.43	2020-2021	10/28/2020	KOTTKRYA000	Regular Payroll	S	CASACC		5883	163465
10/30/2020	AP	CDCC		CHECK REGISTER SUMMARY UPDATE	92.26	7,467.19	2020-2021	10/29/2020	CORDOHL001		S	CASACC		5909	164331
10/30/2020	AP	CDCC		CHECK REGISTER SUMMARY UPDATE	0.00	139.33	2020-2021	10/27/2020	CORDOHL001		S	CASACC		5879	163259
10/29/2020	ARPY	AU		CASH PAYMENTS	4,267.75	0.00	2020-2021	10/29/2020	KOTTKRYA000		S	CASACC		5906	164255
10/28/2020	ARPY	AU		CASH PAYMENTS	11,729.75	0.00	2020-2021	10/28/2020	KOTTKRYA000		S	CASACC		5892	163862
10/28/2020	ARPY	AU		CASH PAYMENTS	5,455.00	0.00	2020-2021	10/28/2020	KOTTKRYA000		S	CASACC		5892	163855
10/26/2020	ARPY	AU		CASH PAYMENTS	8,746.25	0.00	2020-2021	10/28/2020	KOTTKRYA000		S	CASACC		5890	163844
10/19/2020	ARPY	AU		CASH PAYMENTS	2,824.00	0.00	2020-2021	10/19/2020	KOTTKRYA000		S	CASACC		5862	163063
10/17/2020	AP	CDWC		CASH TOTAL	0.00	1,749.18	2020-2021	10/29/2020	CORDOHL001		S	CASACC		5902	164126
10/16/2020	PR	AS		GENERAL ADMINISTRATION/CASH/ADMII	0.00	16,691.41	2020-2021	10/13/2020	KOTTKRYA000	Regular Payroll	S	CASACC		5846	162579



# Tools for Finding Issues

**View Detail Transaction Records - 10/30/2020**

**Detail Summary History Information**

Source: AP/CDCC      Account: 25 A 000 000 711000 000  
 Post Date: 10/30/2020      Description: CHECK REGISTER SUMMARY UPDATE  
 Debit: 92.26      Updated: 10/29/2020  
 Credit: 7,467.19      By: CORDOVA, HILARY R.

Views: General Filters: \*Skyward Default

Check Nbr	Vendor	Invoice Account	Account Amount	Invoice Description	Proj/Grant	Summary Type	Account Dist ID	Invoice Mast	Summary History	Update ID
0	COMPLETE000	25 E 999 410 220000 711	-92.26	SITE SUPPLIES: CREDIT FOR BUCKET		CASACC	38,622	12,649	164,331	5,909
0	COMPLETE000	25 E 999 411 220000 702	96.50	GENERAL SUPPLIES: MANILLA FOLDE		CASACC	38,621	12,648	164,331	5,909
0	DAILEMIC000	25 E 999 310 266000 709	1,247.09	E-RATE AND TECH SUPPORT CONTRA		CASACC	38,624	12,650	164,331	5,909
0	DIVERSIF000	25 E 999 300 230000 000	95.50	AGENCY FEES: FLEX SPENDING ADMI		CASACC	38,626	12,652	164,331	5,909
0	QUALITY 001	25 E 999 320 254200 711	1,559.86	SITE REPAIRS & MAINT: DOOR AND I		CASACC	38,640	12,658	164,331	5,909
0	TURENJAM000	25 E 999 320 254200 711	1,488.00	SITE REPAIR/MAINT: INSTALL DOOR		CASACC	38,644	12,661	164,331	5,909
0	VIKING E000	25 E 999 410 220000 711	174.00	SITE SUPPLIES: LIGHTBULBS		CASACC	39,196	12,846	164,331	5,909
32097	TOMAHAWK005	25 E 999 337 253000 711	74.50	SEWER & WATER (7/1/20 - 9/30/20)		CASACC	38,643	12,660	164,331	5,909
32097	TOMAHAWK005	25 E 999 339 253000 711	185.98	SEWER & WATER (7/1/20 - 9/30/20)		CASACC	38,642	12,660	164,331	5,909
32098	TOMAHAWK011	25 E 999 320 254200 711	2,545.76	SITE REPAIRS & MAINT: PURCHASE		CASACC	38,641	12,659	164,331	5,909

# 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>
<b>Monthly Beginning Balance</b>			\$-9,424.75
ACH	\$-316,510.61	\$-316,510.61	\$0.00
<b>Accounts Payable Invoices</b>	\$0.00	\$0.00	\$0.00
<b>Accounts Receivable Invoices</b>	\$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
<b>Fee Management Payments</b>	\$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
<b>Manual Adjustments</b>			\$0.00
<b>Grand Totals</b>	\$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
<b>= Variance</b>	\$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 for the past five years, has over 16 years of experience auditing school districts, and experience with both Skyward and Alio.

**Level 3 - 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
- Payroll and Accounts Payable support
- Training new staff in the financial module of Skyward
- 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**

\_\_\_\_\_ Days

If you are interested in this service, please contact the CESA #4 Finance Director at (608) 786-4540 to develop a customized proposal to meet your needs.  
(You will only be charged for the number of days actually used)

Signature/Date: \_\_\_\_\_

School District of: \_\_\_\_\_

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?

