Anejo 2b

FCRP

Financial Close and Reporting Process – Monthly Closing Status

Appendix A-2 | Fiscal Year 2025-2026

Component Unit: Enter Component Unit Name | **Updated:** 07/17/2026 | **Fiscal:** Jul-25 through Jun-26

For each account or process, place a checkmark in the box for every month that is complete. Leave the box unmarked while the month remains pending. All outlined white fields are intended for typed or handwritten PDF entries.

Month: ☐ Pending ☑ Complete

Monthly completion boxes cover July 2025 through June 2026

Item #	Account / Process	Closing Activity / Evidence	Person Responsible	Supervisor	Expected Ready Date	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Challenges / Bottlenecks	Risk / Priority	Comments / Follow-up
1 - ASSETS																				
1	Cash and Cash Equivalents	Complete bank reconciliations, post reconciling entries, and document reviewer approval				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐			
2	Investments	Reconcile third-party statements to the general ledger and record fair-value adjustments				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐			
3	Accounts Receivable	Reconcile the aging or subledger to the general ledger and investigate outstanding items				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐			
4	Allowance for Doubtful Accounts	Update the allowance analysis and record the required adjustment				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐			
5	Other Receivables	Reconcile supporting schedules or subledgers to the general ledger				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐			
6	Prepaid Expenses and Other Current Assets	Update amortization schedules and reconcile balances to the general ledger				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐			
7	Capital Assets	Record additions, disposals, and transfers; reconcile the capital asset subledger to the general ledger				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐			
8	Accumulated Depreciation	Run and review depreciation; reconcile accumulated depreciation to the subledger				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐			
9	Due from Other Funds / Entities	Reconcile interfund or intercompany balances and resolve or confirm differences				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐			
10	Inventory / Other Assets (if applicable)	Reconcile physical counts or supporting schedules to the general ledger				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐			
2 - LIABILITIES																				
11	Accounts Payable	Reconcile the AP aging to the general ledger and resolve unmatched or old items				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐			
12	Accrued Expenses	Calculate, support, review, and record period-end accruals				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐			
13	Payroll and Related Liabilities	Reconcile payroll registers, withholdings, remittances, and payroll liabilities				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐			
14	Due to Other Funds / Entities	Reconcile interfund or intercompany balances and resolve or confirm differences				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐			
15	Notes, Bonds and Leases Liabilities	Reconcile agreements, amortization schedules, payments, interest, and current/noncurrent portions				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐			
16	Compensated Absences	Update employee leave balances and the compensated absences liability calculation				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐			
17	Pension / OPEB and Deferred Balances	Obtain actuarial schedules, post GASB entries, and reconcile deferred inflows and outflows				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐			
18	Other Liabilities	Reconcile supporting schedules and investigate unusual or unsupported balances				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐			
3 - REVENUES, EXPENSES AND COMPLIANCE																				
19	Operating Revenues	Complete billing and cash applications; reconcile revenue reports or subledgers to the general ledger				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐			
20	Nonoperating Revenues and Transfers	Record and reconcile grants, transfers, interest, and other nonoperating activity				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐			
21	Operating Expenses / Expenditures	Perform cutoff review, record missing accruals, and confirm expenses are in the proper period				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐			
22	Payroll Expense	Reconcile payroll expense and related accounts to payroll reports and the general ledger				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐			
23	Federal Grants and SEFA	Reconcile awards, expenditures, drawdowns, receivables or deferred revenue, and the SEFA				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐			
24	Budget, Encumbrances and Commitments (if applicable)	Reconcile budget-to-actual information, encumbrances, and outstanding commitments				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐			

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Appendix A-2 | Fiscal Year 2025-2026

Component Unit Name: Enter Component Unit Name | **Updated:** 07/17/2026 | **Fiscal:** Jul-25 through Jun-26

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4 - CLOSE AND FINANCIAL REPORTING																				
a	Monthly General Ledger Close	Close applicable modules, review exceptions, and lock the accounting period after approval				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐			
b	Recurring Journal Entries	Prepare, support, approve, and post recurring monthly and year-end journal entries				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐			
c	Post-Closing / Audit Adjustments	Maintain the adjustment log; approve, post, and reconcile all closing and audit adjustments				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐			
d	Interfund / Intercompany Reconciliations	Reconcile counterpart balances across funds, departments, or component entities				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐			
e	Legal, Bank and Debt Confirmations	Prepare, send, track, and resolve confirmation differences				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐			
f	Preliminary Trial Balance	Produce and review the preliminary trial balance after the monthly or year-end close				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐			
g	Final Trial Balance	Finalize the trial balance after all approved adjustments and management review				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐			
h	Supporting Schedules - PBC	Compile, review, and deliver supporting schedules and requested audit documentation				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐			
i	Basic Financial Statements	Prepare the first complete draft of the basic financial statements				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐			
j	Notes to Financial Statements	Update and cross-reference note disclosures to supporting schedules and accounting records				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐			
k	MD&A / Required Supplementary Information	Prepare and review MD&A, RSI, and other required accompanying information				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐			
l	Internal Management Review	Complete internal review, document comments, and resolve review notes				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐			
m	Auditor / Treasury Review and Final Issuance	Route the draft for external review, resolve comments, complete quality review, and issue				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐			
5 - ADDITIONAL ACCOUNTS / PROCESSES																				
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