

**OFFICE OF THE STATE CONTROLLER
2008 CAFR WORKSHEET INSTRUCTIONS**

YEAR-END ACTIVITY CHECK LIST
JUNE 30, 2008

ATTACHMENT 1

SCHEDULED
COMPLETION
DATE

I. BUDGET REPORTING BASIS CLOSING ACTIVITIES - Capital Projects Closing Reports (June BD 725) - Operating Code(s) Closing Reports (June BD 701)	6/23 7/16
II. BEGINNING FUND BALANCE RECLASSIFICATION	5/01
III. 13th PERIOD ACTIVITIES A. REVERSING PROCESS: - Verify automated reversals are complete - Key and update any manual reversal entries - Verify total completion and correctness of reversals B. CURRENT YEAR ACCRUAL PROCESS: - Flag accruals in AP during the month of July - Flag revenue accruals in BC during the month of July - Review Flagged Report for completion and correctness - Request injection of Flagged accruals - Key and Update manual accruals and adjustments C. GASB REPORTS: - Review 6/30 GASB Trial Balances for completion and correctness - View NCAS Financial Statements in DSS for completion and Correctness	7/6 7/6 7/6 7/31 7/31 8/3 8/6 8/13 8/15 8/15
IV. PREPARE YEAR END CLOSE PACKAGE A. Email package (CAFR Excel workbook(s), rep letter and narratives) to the Office of the State Controller email address: cafr@ncosc.net Include your agency number and agency name in the subject line. B. Universities email foundation template to the OSC C. Universities, SEAA, Golden LEAF, Housing Finance, NC Education Lottery, NC401(k), Deferred Comp, and Rex Healthcare email formal notes to the OSC D. NC Education Lottery, NC401(k), Deferred Comp, Rex Healthcare, Golden LEAF, NC Housing Finance, SEAA, NC Phase II, NC Railroad, and Regional Economic Development Commissions email audited financial statement report to the OSC	8/17 8/29 9/15 9/30 10/15