

Fiscal Office Monitors

Filing Monitors:

The fiscal office monitors the filing systems to ensure that all documents are filed in the correct file. All files are reviewed for accuracy of filing and that all appropriate documentation is attached. This monitoring process is completed twice during the fiscal year, usually during November and May.

Budget Monitors:

At the beginning of each month, income statements are printed for each funding source. The current month expenses and the year-to-date totals are entered onto the budget forms. As the numbers are entered, any unusual or unique amounts are double checked using the general ledger for verification of information. The budget forms track the amount of unobligated funds for each grant. This allows us to monitor the spending patterns of each fund. In addition, we are better able to target the unobligated amounts for supply and expenditure needs we may have. The Executive Director reviews the financial statements prior to final distribution to the Board and Policy Council.

General Ledger Monitors:

Once a month, the general ledger accounts are reviewed to check for coding and data entry accuracy. The accuracy of the revenue accounts is verified by matching the receipt file documentation with the general ledger amounts. All adjustments are made, immediately, as needed. The accuracy of the expense accounts is reviewed, also. When reviewing expense accounts, any unusual amount or vendor names are looked at, with any necessary adjustments made immediately.