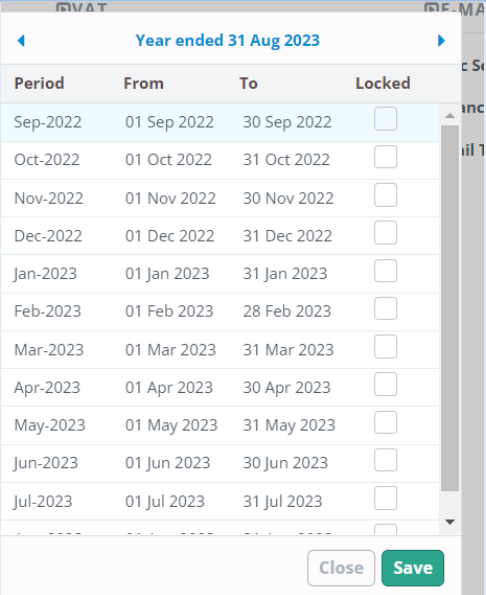




Monthly Accounts preparation 2022/2023 Surf Checklist

	Follow up	Detail																																																
1	Are the Y/E adjustments recorded in Surf at 31.8.2022	Journal entries to ensure TB in Surf agrees to the Accountants TB																																																
2	Does the year end trial balance agree to the annual accounts?	Fixed Assets, Current Assets, Current Liabilities, Reserves																																																
3	Check the financial year in Surf It should be year ended 31 Aug 2023 If not please refer to our Quick reference guide on rolling over the Financial Year	 <table border="1" style="margin-top: 10px;"> <thead> <tr> <th>Period</th> <th>From</th> <th>To</th> <th>Locked</th> </tr> </thead> <tbody> <tr><td>Sep-2022</td><td>01 Sep 2022</td><td>30 Sep 2022</td><td><input type="checkbox"/></td></tr> <tr><td>Oct-2022</td><td>01 Oct 2022</td><td>31 Oct 2022</td><td><input type="checkbox"/></td></tr> <tr><td>Nov-2022</td><td>01 Nov 2022</td><td>30 Nov 2022</td><td><input type="checkbox"/></td></tr> <tr><td>Dec-2022</td><td>01 Dec 2022</td><td>31 Dec 2022</td><td><input type="checkbox"/></td></tr> <tr><td>Jan-2023</td><td>01 Jan 2023</td><td>31 Jan 2023</td><td><input type="checkbox"/></td></tr> <tr><td>Feb-2023</td><td>01 Feb 2023</td><td>28 Feb 2023</td><td><input type="checkbox"/></td></tr> <tr><td>Mar-2023</td><td>01 Mar 2023</td><td>31 Mar 2023</td><td><input type="checkbox"/></td></tr> <tr><td>Apr-2023</td><td>01 Apr 2023</td><td>30 Apr 2023</td><td><input type="checkbox"/></td></tr> <tr><td>May-2023</td><td>01 May 2023</td><td>31 May 2023</td><td><input type="checkbox"/></td></tr> <tr><td>Jun-2023</td><td>01 Jun 2023</td><td>30 Jun 2023</td><td><input type="checkbox"/></td></tr> <tr><td>Jul-2023</td><td>01 Jul 2023</td><td>31 Jul 2023</td><td><input type="checkbox"/></td></tr> </tbody> </table>	Period	From	To	Locked	Sep-2022	01 Sep 2022	30 Sep 2022	<input type="checkbox"/>	Oct-2022	01 Oct 2022	31 Oct 2022	<input type="checkbox"/>	Nov-2022	01 Nov 2022	30 Nov 2022	<input type="checkbox"/>	Dec-2022	01 Dec 2022	31 Dec 2022	<input type="checkbox"/>	Jan-2023	01 Jan 2023	31 Jan 2023	<input type="checkbox"/>	Feb-2023	01 Feb 2023	28 Feb 2023	<input type="checkbox"/>	Mar-2023	01 Mar 2023	31 Mar 2023	<input type="checkbox"/>	Apr-2023	01 Apr 2023	30 Apr 2023	<input type="checkbox"/>	May-2023	01 May 2023	31 May 2023	<input type="checkbox"/>	Jun-2023	01 Jun 2023	30 Jun 2023	<input type="checkbox"/>	Jul-2023	01 Jul 2023	31 Jul 2023	<input type="checkbox"/>
Period	From	To	Locked																																															
Sep-2022	01 Sep 2022	30 Sep 2022	<input type="checkbox"/>																																															
Oct-2022	01 Oct 2022	31 Oct 2022	<input type="checkbox"/>																																															
Nov-2022	01 Nov 2022	30 Nov 2022	<input type="checkbox"/>																																															
Dec-2022	01 Dec 2022	31 Dec 2022	<input type="checkbox"/>																																															
Jan-2023	01 Jan 2023	31 Jan 2023	<input type="checkbox"/>																																															
Feb-2023	01 Feb 2023	28 Feb 2023	<input type="checkbox"/>																																															
Mar-2023	01 Mar 2023	31 Mar 2023	<input type="checkbox"/>																																															
Apr-2023	01 Apr 2023	30 Apr 2023	<input type="checkbox"/>																																															
May-2023	01 May 2023	31 May 2023	<input type="checkbox"/>																																															
Jun-2023	01 Jun 2023	30 Jun 2023	<input type="checkbox"/>																																															
Jul-2023	01 Jul 2023	31 Jul 2023	<input type="checkbox"/>																																															
4	<input type="checkbox"/> Journal entries dated 1.9.2022 for: <ul style="list-style-type: none"> <input type="checkbox"/> Income received in advance <input type="checkbox"/> Grants received in advance <input type="checkbox"/> Grants Due <input type="checkbox"/> Book Grant for 22/23 <input type="checkbox"/> Accruals for August 2022 	Review Balance sheet at 31.3.2023																																																

5	How much of the digital divide grant (DDG) was unspent at 1.9.2022 Is there a balance in code 2179?	
6	Assign a department reference to the balance for the DDG and remember to use it for any related costs this year	
7	Run a general ledger activity report for the balances under the accruals section in the balance sheet to cover period 01.9.2022 - 31.03.2023 Look at the movements and verify to the Balance sheet at 31.3.2023	
8	Check the balances on nominal codes 2182 - 2184 Is the DE covid payment reflected in here ? Are the balances nil @ 31.3.2023	
9	Verify balance in code 2105 at 31.3.2023- is the balance nil?	
10	Check the school chart of accounts to ensure that it is in agreement with the latest FSSU coa. Ensure that the new fixed asset addition codes are created and are being used for capital additions	In preparation for next month's webinar covering Capital expenditure