



Student Body Funds

Year End Procedures

AGENDA

- ESCHEATMENT
- ENDING THE YEAR
- DOCUMENT STORAGE

ESCHEATMENT

- Run outstanding check report – 6/30/14 and prior.
- Attempt contact and document.
- Start escheatment file folder.
- Results Due - Friday, May 20, 2016



ENDING THE YEAR

- Reconcile May Wells Fargo bank statement.
- Enter all June transactions:
 - Checks
 - Receipts
 - Wire Statement
- Resolve negative balances.
- Email SBF with final check and receipt numbers.
- Reconciliation reports for advisors.
- Notify Accounting of all donations aggregating to \$5,000 or more.
- Order additional supplies.

DOCUMENT STORAGE

- Check stubs (please lock up your checkbook but leave out the stubs)
- Receipt books
- Monthly envelopes/folders that contain check and deposit back-up
- Activity accounting entries
- Bank wire statements showing what accounts need to be charged.

