

Good Samaritan Health & Wellness Center
Policies and Procedures

Subject: Month-End Close and
Accounting Process Checklist

Policy #: 3.9

Prepared by: Tammi Sorrells, CFO

Revision #:

Approved by:

Effective Date: 7/21/2016

Page 1 of 1

3.9 Month-End Close and Accounting Process Checklist

GSHWC will perform set accounting procedures at month end according to the following list.

1. Reconcile cash in bank for all bank accounts
2. Record patient revenue from eClinicalWorks (eCW)
3. Record federal grant revenue
4. Record other grant revenue
5. Accrue additional accounts payable
6. Accrue payroll for current month paid in the following month
7. Reverse accruals from previous month
8. Record prepaid expenses & insurance JE to expense monthly costs
9. Reconcile A/R general ledger balance to eCW A/R aging
10. Reconcile A/P general ledger balance to ACS Financial A/P aging
11. Review other accounts for recording accuracy
12. Prepare financial statements and additional financial summaries for Finance committee review