REVENUE/TRUST RECONCILIATION

The guidelines presented in this section should be followed on a monthly basis. Additionally, it is vital that regional center staff completes this immediately prior to the rollover/rollback process.

As UFS data files are created for the new fiscal year, certain data is 'rolled off'. Therefore, reconciliation items identified after the rollover/rollback period could result in additional regional staff effort if a reconciliation has not been completed prior to rollover/rollback.

In addition to the Monthly Reconciliation Process and Worksheet, a few guidelines are:

1. The Monthly Reconciliation Worksheet will identify for regional center staff those General Ledger accounts that do not agree with the supporting reports.

2. The Committed Funds report should be used to identify those clients who may have funds that should be uncommitted. Uncommit those that may be appropriate. Note: The difference between a client's current balance and available balance is the committed amount.

3. Reconciliation of the Client Trust Status listing to the Subsidiary Account is vital. Due to the manner in which beginning balances are calculated, a true reconciliation of the Client Trust Status to the Subsidiary Account can only be obtained by printing a 3-year Client Trust Status and comparing each clients' ending balance to their respective Subsidiary Account.

4. Bank reconciliation

   After all the General Ledger accounts have been reconciled to their respective support reports, the general ledger cash accounts must be reconciled to the actual bank statements.

REVENUE/TRUST RECONCILIATION

The purpose of the Calendar Month-End Reconciliation is to allow the regional center to reconcile the following:

1. 01 Cash Account(s) to Bank Statement(s)

2. 01 Receivables and 01 Payables to regional center maintained schedule(s).

3. 02 Cash Account(s) to Bank Statement(s)

4. 02 Client Trust Status to Client Subsidiary Account current balance

5. 02 Client Subsidiary Available Balance to Client Trust Status Total less total amount committed on the Committed Funds Report

6. 01 Due From Client - TCB Loans to 02 Due To OPS - TCB Loans to the total amount of the TCB Loan Listing.

7. 01 Due From Client - SOF Loans to 02 Due To OPS - SOF Loans to the total amount of the SOF Loan Listing.

8. 02 Current Year, Prior Year and 2 Yrs Prior Receivable accounts to the total of the Open Receivable Report.

PRIOR TO GENERATING ANY REPORTS, THE REGIONAL CENTER MUST BE SURE THAT ALL PROCESSING HAS BEEN COMPLETED AND ALL JOURNAL ENTRIES HAVE BEEN POSTED.

ADDITIONALLY, ALL REPORTS AND THE YTD TRIAL BALANCE AND SUMMARY TRIAL BALANCE REPORTS MUST ALL BE GENERATED BEFORE ANY ADDITIONAL PROCESSING CAN BEGIN.

Weekly Reports:

1. A/R Control vs A/R Detail Records

2. OR-Reporter: CLSB2

REVENUE/TRUST
RECONCILIATION

These weekly reports should be generated on a weekly basis, reviewed and corrections made.

End-of-Month Reports

1. Generate the Closed Receivable Report

2. Generate the Month-End SOF Loan Report

3. Summary Trial Balance

4. YTD Trial Balance

5. Client Trust Status (All Clients - Beginning of 2 prior year fiscal year through end of current month) ONLY HAVE TO PRINT LAST PAGE

6. Client Subsidiary Account Listing (Summary)

7. Client SOF Loan Listing (Open Loans)

8. Client SOF Loan Listing (All Loans) Look at total on last page, only print if total of report is not the same as the total on the open SOF loan report.

9. Client TCB Loan Listing (Open Loans)

10. Client TCB Loan Listing (All Loans) Look at total on last page, only print if total of report is not the same as the total on the open TCB loan report.

11. Open receivable Report (exclude 0 (zero) amts)

12. Open Receivable Report (include 0 amts) Look at total on last page, only print if total of report is not the same as the total on the 0 (zero) report.

13. Committed Funds Report

14. Suggested: OR-Reporter: CLRR1 - Open Receivables separated by fiscal year.

REVENUE/TRUST
RECONCILIATION

RECONCILIATION

1. Complete Spreadsheet and identify any differences.

POSSIBLE CAUSE OF DIFFERENCES.

1. System message during processing.

2. Requests to PARCS to adjust records and associated journal entry not completed.

3. Differences occurred during processing. Journal entry edits must be generated after any UFS process which creates a journal entry. The journal entry total must equal regional center batch totals. Any discrepancies must be addressed immediately.

4. Creating a manual journal entry for adjustments rather than using an existing UFS procedure. (This does not refer to those journal entries which are required because the request to PARCS for a file adjustment requires a manual journal entry) .

REVENUE/TRUST RECONCILIATION

REVENUE/TRUST RECONCILIATION

For Month Ending _____

CASH TRANSFER - POS

(A)	01-00-0-01070	Cash Transfer - POS	
(B)	02-00-0-01070	Cash Transfer - POS	
		Difference	

Comments: _____

CASH TRANSFER - M/M

(C)	01-00-0-01080	Cash Transfer - M/M	
(D)	02-00-0-01080	Cash Transfer - M/M	
		Difference	

Comments: _____

CLIENT CASH ACCOUNTS

(E)	02-00-0-01020	Cash - Checking	
(F)	02-00-0-01030	Cash - Savings	
(G)	02-00-0-01040	Cash - CD's	
		Total Cash	
		Subsidiary Account Listing (Ending Balance)	
		Difference	
		Subsidiary Account Listing (Ending Balance)	
(H)	CS821R	Trust Status Report Ending Balance Total	
		Difference	

Comments: _____

COMMITTED FUNDS

(I)	TA001P	Subsidiary Account Listing (Ending Balance)	
(J)	TA001P	Subsidiary Account Listing (Available Balance)	
		Subsidiary Account Listing - Committed Balance (Q - R)	
(K)	CS914P	Committed Funds Report	
		Difference	

Comments: _____

REVENUE/TRUST
RECONCILIATION

RECEIVABLE BALANCES

(L)	02-00-0-02010	Client Receivables	
(M)	02-00-0-03010	Prior Year Client Receivables	
(N)	02-00-0-04010	2nd Prior Year Client Receivables	
		Total Client Receivables (Calculated)	
(O)	DA01P	Open Receivables Report	
		Difference	

Comments:

SOF LOANS

(P)	01-00-0-02081	Due from Client Fund - SOF Loans	
(Q)	02-00-0-10090	Due to OP Fund - SOF	
		Difference	
(Q)	02-00-0-10090	Due to OP Fund - SOF	
(R)	CS809S	SOF Loan Reports - Open Balances	
		Difference	

Comments:

TCB LOANS

(S)	01-00-0-02082	Due from Client Fund - TCB Loans	
(T)	02-00-0-10100	Due to OP Fund - TCB Loans	
		Difference	
(T)	02-00-0-10100	Due to OP Fund - TCB Loans	
(U)	CS522	TCB Loan Report - Open Balances	
		Difference	

Comments:

REVENUE/TRUST
RECONCILIATION

BANK STATEMENT (CHECKING) ENDING BALANCE

(V)		Adjusted Bank Balance	
(E)	02-00-0-01020	Cash - Checking	
(F)	02-00-0-01030	Cash - Savings	
(G)	02-00-0-01040	Cash - CD's	
		Total Cash	
		Difference	

Comments: