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Date: 11/10/2014 9:30:43 AM

Subject: Monthly Close Checklist Follow-Up - E040

Attachments: Agency Monthly Close Checklist - 4-1-14.xlsx

Good morning,

Attached is the Monthly Close Checklist that was distributed to your agency in April 2014. If you have implemented this checklist, please confirm this is being completed monthly and attach the most recent signed copy by 5 pm Friday, November 14, 2014. If your agency has yet to implement the checklist, do you require assistance from the CG's office? This checklist was designed to streamline processes and add efficiencies for your agency during the month-end close. This will lead to ease in the work load encountered at year end.

Please feel free to contact us if you have any questions or require additional guidance.

Thanks,

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From: Griffin, Anjali

Sent: Tuesday, April 01, 2014 2:05 PM

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Cc: Gunn, Eddie; Barfield, John
Subject: Monthly Close Checklist

Hello,

Please see attached updated Monthly Close Checklist. This can be implemented as deemed necessary by State agencies. The steps in this file are best practices that can provide guidance on month end procedures that agencies should have in place. The modifications are cells that are highlighted in Yellow.

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