



WISCONSIN ACCOUNTING MANUAL

Department of Administration – State Controller’s Office

Section	18	PERIOD END	Effective Date	05/09/2016
Sub-section	01	Monthly SCO Checklist	Revision Date	11/30/2017
SAM Ref	n/a			

BACKGROUND

To facilitate an earlier, more efficient closing, the State Controller’s Office continues to update the monthly checklist to be used by agencies to identify any accounting issues, and initiate adjustments as soon as possible.

PROCEDURES

The Monthly SCO Checklist workbook is available in Section 18 of the Wisconsin Accounting Manual. Agencies must complete the workbook, indicate the date completed on the completion tab, and submit the workbook to the DOA SCO Year End email address by the following dates:

Month	Dates checklist must be completed and submitted to the SCO
November 2017	12/15/2017
December 2017	1/15/2018
January 2018	2/15/2018
February 2018	3/15/2018
March 2018	4/16/2018
April 2018	5/15/2018
May 2018	6/15/2018
June 2018	CLOSING 8/3 (non-project agencies) 8/17 (project agencies)

If agency staff have questions on any of the checklist items, they should contact the SCO Subject Matter Experts listed in the workbook.