



WISCONSIN ACCOUNTING MANUAL
 Department of Administration – State Controller’s Office

Section	18	PERIOD END	Effective Date	05/09/2016
Sub-section	01	Monthly SCO Check-List	Revision Date	10/19/2018
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 an 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 & submitted to the SCO
July/August	September 15 th
September	October 15 th
October	November 15 th
November	December 15 th
December	January 15 th
January	February 15 th
February	March 15 th
March	April 15 th
April	May 15 th
May	June 15 th
June	Refer to Closing deadlines

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