



STATE CONTROLLER'S OFFICE – BULLETIN 10-28-2020

Wisconsin Department of Administration – Division of Executive Budget and Finance

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Target Audience:

- **Agency Financial Managers**
- **Agency Fiscal Staff**

SCO Monthly Checklist

Background

The State Controller's Office (SCO) has completed a review of the SCO Monthly Checklist ("the workbook"), which resulted in significant changes being made to the form and content of the workbook. The updated workbook is available as an attachment to s. 18-01 of the *Wisconsin Accounting Manual* and should be used by agencies going forward.

The workbook was designed to facilitate a more efficient fiscal year-end close, identify and correct any system processing errors, and provide additional assurance of statutory compliance. While referred to as the "SCO Monthly Checklist", the workbook contains review tasks to be performed monthly and quarterly by agencies. Completion of the workbook by agencies is an important detective control with coverage in several different STAR modules and accounting cycles.

On October 8th, 2020, the SCO Audit Services Section previewed changes to the workbook before the Financial Leadership Council (FLC). A recording of this meeting and the related meeting materials can be found [here](#) on the STAR SharePoint website.

Overview of Changes

As described during the presentation to the FLC, the following high-level changes have been incorporated into the workbook:

- Instructions, navigation paths, and references to supplemental materials are more robust.
- Agencies now have the ability to list attached entities within one workbook, if applicable.
- An SCO subject matter expert, and backup subject matter expert, are listed on each sheet.
- An accompanying workbook will be prepared each month for trial balance review items.
- Certain tasks have been consolidated and/or moved to a "quarterly review" schedule.
- Version control has been added to maintain a record of changes made within the workbook.



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As a part of this update effort, the SCO Audit Services Section completed an in-depth review of tasks within the workbook. SCO Audit Services has not completed an in-depth review of changes made to the items on the AR, BI, or PC sheets within the workbook. Should any additional revisions be made to these items, or any other items within the workbook, communication will be sent to all agencies and documented on the version control log within the workbook.

Agency Responsibilities

Agencies are responsible for completing the applicable items within the workbook in accordance with the due dates established in s. 18-01 of the *Wisconsin Accounting Manual*. Completed workbooks should be e-mailed to the SCO Audit Services Section (DOAEBFAuditServices@wisconsin.gov).

If agencies have questions on how to complete items within the workbook, the designated SCO subject matter expert, or backup subject matter expert, should be contacted directly for assistance.

If agencies encounter a technical problem within STAR or need assistance with a transaction requiring system administrative support, please contact the STAR Program Office (STARSupport@wisconsin.gov).