

SUBJECT: MONTHLY CLOSING		
Reviewed by: Finance Committee Revised by:	Effective: 5/21/12	
	Reviewed: 3/5/12	Revised: 3/28/12
Approved by: HITE-CT Board of Directors	Page 1 of 1	
Related to Core Policy: F100		

I. PURPOSE

To establish guidelines under which the financial statements will be prepared.

II. POLICY

The financial statements for HITE-CT are maintained on an accrual basis and prepared for each calendar month for a fiscal year ending on the last day of June each year. The financial statements are to be prepared in accordance with Generally Accepted Accounting Principles (GAAP) and conforming to other Federal and State regulatory bodies to include all requirements concerning not-for-profit entities. Adequate internal accounting controls will be established to enhance the credibility of the accounting information and assure that sufficient safeguards are in place to protect the assets of the corporation. Monthly financial statements will be made available in formats that will provide the departmental and executive-level managers with sufficient information to make appropriate operational decisions.

III. PROCEDURE

1. Financial statements will be prepared, consolidated, and delivered no later than the 15th calendar day of the month.
2. Accounts with signors, such as a checking account, may not be reconciled by any account signor, as stated in policy F205.
3. Designated financial statements and internal closing reports will be distributed 3 business days prior the monthly Board of Directors meeting. The CEO will examine the reports critically, and to alert the appropriate accounting personnel of discrepancies and errors.
4. Accounting personnel will maintain a standard monthly checklist of normal closing steps and general ledger entries. General ledger entries and all back-up will be neatly organized and maintained for future reference.
5. Reporting Requirements (**Sec. 1-123**; <http://www.cga.ct.gov/current/pub/chap012.htm>)
 - a) The board of directors of each quasi-public agency shall annually submit a report to the Governor and the Auditors of Public Accounts and two copies of such report to the Legislative Program Review and Investigations Committee. Such report shall include, but not be limited to, the following: (1) A list of all bond issues for the preceding fiscal year, including, for each such issue, the financial advisor and underwriters, whether the issue was competitive, negotiated or privately placed, and the issue's face value and net proceeds; (2) a list of all projects other than those pertaining to owner-occupied housing or student loans receiving financial assistance during the preceding fiscal year, including each project's purpose, location, and the amount of funds provided by the agency; (3) a list of all outside individuals and firms receiving in excess of five thousand dollars in the form of loans, grants or payments for services, except for individuals receiving loans for owner-occupied housing and education; (4) a balance sheet showing all revenues and expenditures; (5) the cumulative value of all bonds issued, the value of outstanding bonds, and the amount of the

state's contingent liability; (6) the affirmative action policy statement, a description of the composition of the agency's work force by race, sex, and occupation and a description of the agency's affirmative action efforts; and (7) a description of planned activities for the current fiscal year. Not later than thirty days after receiving copies of such report from the board of a quasi-public agency, the Legislative Program Review and Investigations Committee shall prepare an assessment of whether the report complies with the requirements of this section and shall submit the assessment and a copy of the report to the joint standing committee of the General Assembly having cognizance of matters relating to the quasi-public agency.

- b) For the quarter commencing July 1, 2010, and for each quarter thereafter, the board of directors of each quasi-public agency shall submit a report to the Office of Fiscal Analysis. Such report shall include, but not be limited to, for each fund and account of the agency: (1) The beginning fiscal year balance; (2) all funds expended and all revenue collected by the end of the quarter; and (3) total expenditures and revenues estimated at the end of the fiscal year. For the purposes of this subsection, "expenditures" and "revenues" have the same meaning as provided in section 4-69.
- c) For the quarter commencing July 1, 2010, and for each quarter thereafter, the board of directors of each quasi-public agency shall submit a personnel status report to the Office of Fiscal Analysis. Such report shall include, but not be limited to: (1) The total number of employees by the end of the quarter; (2) the positions vacated and the positions filled by the end of the quarter; and (3) the positions estimated to be vacant and the positions estimated to be filled at the end of the fiscal year.