



3.102 – Month End Closing

Policy Purpose and Scope

The purpose of this policy is to detail the month end closing process utilized by PhotoBiz.

Roles and Responsibilities

The Assistant Controller is responsible for ensuring the month end closing process is properly performed, with the Controller having ultimate approval of the entire process. The Assistant Controller is responsible for updating and maintaining this policy.

Operational Procedures

By the 20th of each month, the preceding month's accounting period should be closed. In order to close the preceding month's accounting period the following should be performed.

- Reconciliation of all bank accounts
- Proper coding of all credit card expenses and reconciliation of credit card account
- Reconciliation of fixed asset accounts
- Reconciliation of prepaid expense accounts
- Reconciliation of accounts payable
- Reconciliation of all withholding accounts
- Posting of all payroll entries
- Reclassification of revenue for Flash purchases
- Adjustment for monthly cancellations

All reconciliations and adjusting entries should be maintained in the appropriate binders or files and be reviewed by someone other than the preparer, i.e. bank reconciliations prepared by the Assistant Controller should be reviewed by the Controller or the Corporate Accountant.

Upon completing the month end closing process, the Assistant Controller should prepare the monthly financial analysis for the Controller. The monthly financial analysis should consist of the following:

- Monthly financial statements
- Company Position Report
- Vendor Obligations
- Recurring Charges
- Revenue Analysis
- Payroll Analysis



3.102 – Month End Closing