



ATTACHMENT D – Checklist of Closeout Documents Independent Centers

Name of Institution: _____ Agreement #: _____

Instructions: The Institution must submit to the State agency, no later than 30 calendar days after the termination date, copies of the following:

- Detailed journal and ledger reports for last fiscal year
- Cash flow statement from last fiscal year
- Balance sheet and income statement for last fiscal year
- List of the chart of accounts
- Bank statements for the last four months of operations
- List of uncashed checks
- Payables, receivables and prepaid reports as of final day of operation
- Final QuickBooks or Minute Menu file (if applicable)
- Final payroll and payouts, including list of closeout staff

Please email all documents to financialmanagementteam@dhhs.nc.gov