



Attachment D Checklist of Closeout Documents Sponsoring Organizations

Name of Institution: _____

Agreement #: _____

Instructions: The Sponsoring Organization 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 for administrative and provider accounts
- List of uncashed checks
- Final A133 audit (if applicable)
- Payables, receivables, and prepaid reports as of final day of operation
- Final QuickBooks and/or Minute Menu archive file (if applicable)
- Support for final center/provider payments for the last four months of operations (Unaffiliated and Daycare Home SOs only)
- Final Serious Deficiency log

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