YEAR-END JOURNAL ENTRY REVIEW
For the CFO, CTC & RMC

December 9, 2026 Webinar

Approved by DCA - CMFO - 2 CEUs - 2 Accounting
Approved by DCA - CCFO - 2 CEUs - 2 Accounting OR 2 County Fiscal Operations
Approved by DCA - CTC - 2 CEUs - 2 Enforcement
Approved by DCA - RMC - 2 CEUs - 2 Finance
Approved – RMA, CPA, PA - 2 CPEs - 2 Accounting

10:00am–12:00 pm Webinar - $50 per person

For a New Jersey municipality, a year-end journal entry review is a critical part of preparing for the annual audit and closing the books. It involves adjusting entries, closing entries, and ensuring the municipality's accounts are accurately stated and compliant with the regulatory basis of accounting set by the New Jersey Division of Local Government Services (DLGS).

This webinar will review the year-end journal entries required to finalize a local government entity's financial records for CFO, and Tax Collector, as well as, the information required by the municipal clerk.

Key year-end journal entries for NJ municipalities will include:
Setting up appropriation reserves, Closing operations to fund balance, Recording prior-year audit adjustments, Adjusting entries for deferred charges, and Adjusting entries for grants

In addition, the webinar will discuss critical year-end review procedures and important considerations for the CFO, CTC and RMC:

Reconciliation of all funds: Ensuring all funds (Current, Capital, Trust) and the general ledger are balanced.
Assessing auditor independence: Being mindful of the auditor's independence. Certain activities, such as preparing or closing the general ledger, are management responsibilities and should not be performed by the auditor.
Identifying prior-year findings: Having a plan to address all prior audit findings. For uncorrected issues, the corrective action plan must be included with the annual audit.
Reviewing all journals: Examining the cash receipts, cash disbursements, and general journals for proper classification and budget coding, ensuring accuracy before year-end.

Presenter: Robert Benecke, Benecke Economic
Aggressive Economic Advisory and Land Use Services

CLAIMANTS CERTIFICATION & DECLARATION

I do solemnly declare and certify under the penalty of the law that the within bill is correct in all its particulars, the articles have been furnished or services rendered as stated herein, that no bonus has been given or received by any person or persons within knowledge of this claimant in connection with the above claim and that the amount charged is a reasonable one.

Michael F. Conti

Michael F. Conti, Program Coordinator

Just send your check with the application form! You do not need to send us your Voucher for a separate signature since the presigned certification on the left can be attached to your voucher in lieu of sending it to us for a signature. This form has been determined by DLGS to meet the requirements of the statutes for this type of expenditure.

17 Hathaway Place, Glen Ridge, NJ 07028