

## **GOVERNMENTAL AUDIT CHECKLIST**

### **HERE IS A LIST OF THE ITEMS WE WILL NEED FOR THE FINANCIAL AUDIT.**

1. Trial Balance at yearend
2. Bank Statements and Reconciliations for the year for each cash and investment account.
3. Year-to-date General Ledger
4. Budget Ordinance
5. Fixed Asset Detail - This should include a description of each asset and date of acquisition or retirement
6. Payroll Tax Returns for all four quarters of your audit year.
7. Accounts payable listing at your yearend (open invoices that have not been paid)
8. Detail on accrued wages at your yearend
9. Unpaid Vacation and Sick Hours
10. Schedule of Taxes Received and/or county remittance advices
  1. Tax levy ordinance, Tax Extension Report (from County)
  2. Bond Ordinances or Repayment Schedules
  3. List of any items donated to District during the year
4. Bank Statement for the month following your year end, and a check register for your main account for that month
5. Significant Leases, Contracts, Agreements, etc.
6. Check registers from your main operating checking accounts.
7. Any note disclosures that you have received from IMRF and/or PDRMA
8. Current list of the Board of Commissioners
9. Detail on Deferred Revenue
10. Copy of prior audit and name of attorney(s).
11. Password for the AFR (Annual Financial Report) and copy of last year's report

### **ADDITIONAL ITEMS THAT WE WILL NEED TO ACCESS DURING FIELDWORK**

12. Board Minutes, Resolutions and Ordinances
13. Petty Cash
14. Personnel Files
15. Legal Bills
16. Paid and Unpaid Vendor Invoices
17. Registration Receipts/Deposits

**PLEASE NOTE THAT MANAGEMENT WILL BE REQUIRED TO PREPARE THE MANAGEMENT'S DISCUSSION AND ANALYSIS TO BE INCLUDED IN OUR AUDIT REPORT.**

**This is required for compliance with GASB 34. Our office can provide samples to help with this task. If you have any questions on any of the listed items, please give us a call ahead of time and we will assist you in any way that we can.**