

PRE CLOSING CHECKLIST

Yes	No	N/A
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|-----|--|--------------------------|--------------------------|--------------------------|
| 1. | Set up a Year- End Closing Binder
Maintain checklist and any materials not related to year end closing that are not stored in some other manner
Set up a Year-End Calendar which includes:
a. The cut off date for submission of purchase orders.
b. The date of the physical inventory.
c. The date for the closeout of the petty cash funds.
d. The final date for warehouse distributions
e. The date for the submission of reimbursement claims
f. The date for running the open purchase order listing to determine which purchase orders to accrue and one to cancel | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | Determine that the opening balances agree with the final balances from the Prior year SACS Fund Forms | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | Determine that any audit adjustments from the prior year's audit have been posted | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | Determine that all Deferred Revenue recorded at the end of the last fiscal year has been correctly recorded in the current yr | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | Review a detailed revenue history report and determine: that all revenue is properly classified and that revenue receipts are on target with expected receipts. Research any revenue accounts that should have revenue posted and do not have any or an incorrect amount. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | Review the balance sheet for all funds to determine if there are any potential problems | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. | June payroll - ensure that all payroll for time worked prior to June 30 is on a liability payroll that is charged to the proper year | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. | Accounts receivable - reconcile prior year accounts receivable and record adjustments as necessary. Print out a list of all accounts receivable that have not cleared as of June 30. Identify why items haven't cleared. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. | Accounts payable - reconcile the prior year accounts payable and record adjustments as necessary. Print out a list of all accounts payable that haven't cleared as of June 30. Identify why items haven't cleared | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. | Run an open purchase order list and cancel any open purchase orders that are no longer needed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. | Cash - count all cash on hand as of June 30 and prepare the appropriate journal entries. Include petty cash at sites. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. | Inventory - count all inventories as close to June 30 as possible | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. | Inventory -prepare and post adjusting entries to bring the books into agreement with the physical count. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

CASH ACCOUNTS CHECKLIST

Yes No N/A

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|-----|--|--------------------------|--------------------------|--------------------------|
| 1. | Has cash in the County Treasurer's funds been reconciled with financial ledgers? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | Have all outside bank accounts been reconciled?
Cafeteria Accounts?
Student Body Accounts?
Foundations/Scholarship Accounts?
Cash Clearing Accounts? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | Have all the Cash Clearing accounts been "cleared"? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | Have all Petty Cash accounts been reconciled and closed out? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | Has the Revolving Cash Fund account been reconciled? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | Has an accrual been established for Cash Collections Awaiting Deposit for deposits received after the County cutoff date? (Refer to the year-end calendar) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. | Has a cash reconciliation been done for all funds with a "Cash with a Fiscal Agent" object (9135)?
(Primarily COPs and Insurance Reserve Funds) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. | Have all bank and financial statements been reconciled to the financial ledgers for "Cash with a Fiscal Agent" object 9135 funds for both revenue and expense? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. | Has a reconciliation been done for all funds with a "Cash in Bank" object (9120)?
(Primarily Cafeteria accounts) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. | Have all bank statements been reconciled to the financial ledgers for "Cash in Bank" object 9120 funds for revenues and expenditures? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

ACCOUNTS RECEIVABLE CHECKLIST

This section includes receivables for income due from interest, use of facilities, contracts, sales, fees, rentals, and leases. An invoicing system should be in place for these types of income to facilitate the year-end closing process.

Yes No N/A

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|-----|--|--------------------------|--------------------------|--------------------------|
| 1. | Have all the programs and agencies been billed for the use of all district buildings for the fiscal year, ending June 30?
Have any unpaid invoices been accrued? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | Have all unpaid amounts for use of the facilities provided as of June 30 been accrued as a receivable? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | Have all four quarters of interest for the fiscal year, earned as of June 30, been received? Accrued as a receivable? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | Are all billings current as of June 30 for services rendered to outside parties such as Health and Welfare Benefits (COBRA and retirees), and transportation (buses)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | Have all interagency agreements been billed as of June 30? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | Have sales of equipment, supplies, publications, or other sales been analyzed and accrued if a balance is still owed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. | Have amounts due from library fines or lost books been received from the school sites as of June 30? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. | Has an accrual been set up for K-3 CSR and 9th grade CSR? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. | Have the Revenue Limit, Special Education, and Transportation accruals been completed for annual adjustments? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. | Has a receivable been set up for the QEIA backfill (SFSF 3200)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. | Verify that the A/R set up in prior year for old categorical resources have been received. If not, close A/R and set up in the new unrestricted resource code. Old resources will not be allowed to have any balances in any account in 2010-11. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

LOTTERY FUNDS CHECKLIST

Yes No N/A

1. Has an accrual been made for the fourth quarter lottery payment based on the annual ADA multiplied by the positive attendance adjustment factor for all programs, including Adult Education and ROP? ☐ ☐ ☐
2. Do expenditures comply with the "instructional purposes" intended by government code 8880? (Do not use for acquisition of real property, construction of facilities, financing or research & any other non-instructional purpose.) ☐ ☐ ☐
3. Was the calculated carryover based on the following formula? ☐ ☐ ☐
 - Prior year Lottery Ending Balance
 - Add: Current year income (Object 8560)
 - Less: Current year expenditures
 - Equals: Current year Ending balance
4. Have Unrestricted Lottery Funds been coded to the 1100 resource, and Restricted Lottery Funds been coded to the 6300 resource? ☐ ☐ ☐
5. Has a review been made of lottery funds used in support of other funds by object classification as support for the SACS - L report? ☐ ☐ ☐

STORES INVENTORY CHECKLIST

Yes No N/A

1. Has the physical inventory been completed? ☐ ☐ ☐
2. Have discrepancies in the perpetual records and the actual count been researched and adjustments made in the financial ledgers between object 9320 and supplies or equipment? ☐ ☐ ☐
3. Have the Stores accounts, object 9320, and the Reserve for Stores, object 9712, been reconciled? ☐ ☐ ☐
4. Have the Stores account object 9320 (current year uncommitted balance), and the Reserve for Stores object 9712, been included as part of next year's budget? ☐ ☐ ☐

PRIOR YEAR ADJUSTMENT CHECKLIST

Yes No N/A

1. Have the prior-year receivables, payables, DTOF, DFOF, & deferred income been cleared to zero? ☐ ☐ ☐
2. Have all audit adjustments or restatement adjustments been posted to the ledgers? ☐ ☐ ☐
3. Have all immaterial adjustments been charged to current year accounts? ☐ ☐ ☐
4. Have all material adjustments been discussed with your independent audit firm and, if agreed, been recorded? ☐ ☐ ☐

FIXED ASSETS CHECKLIST

Yes No N/A

1. Have equipment inventory records been updated to include all current year purchases and deletions? ☐ ☐ ☐
2. Does the General Fixed Asset Group of Accounts detailed records tie to the account group balances on the SACS software? ☐ ☐ ☐
3. Has a schedule been prepared to recap the current year activities in the account group? ☐ ☐ ☐

ACCOUNTS PAYABLE ANALYSIS CHECKLIST

This checklist includes payables for purchase orders, contracts, and payroll. A review of the open encumbrance, purchase order, and contract listings should assist the District in this review.

Yes	No	N/A
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|-----|---|--|--|--|
| 1. | Have open encumbrance balances been cancelled, accrued, or re-encumbered to the next fiscal year? | | | |
| 2. | Have July and August payrolls been reviewed for potential June accruals? | | | |
| | Is there any retroactive pay that applies to this fiscal year? | | | |
| | Do any funds owe the General Fund for salaries paid? | | | |
| | Do any outside agencies reimburse the LEA for salaries? | | | |
| | Have all expenditures relating to summer school been correctly accounted for? | | | |
| 3. | Have benefits been accrued for salaries related to the current fiscal year? | | | |
| | Are all benefits accrued for the accrued payroll? | | | |
| | Have other benefits been earned that do not directly correspond to accrued payroll? | | | |
| | Have all payments to insurance companies been accrued? | | | |
| | Has the workers' compensation payment been reconciled with actual amounts paid? | | | |
| | Has the payroll clearance fund been reconciled? | | | |
| | Have all suspense and holding accounts been zeroed out? | | | |
| 4. | Have all suspense, holding or error objects/functions been cleared out to a valid object/function? | | | |
| 5. | Have the utility billings been reviewed for services provided prior to July 1? | | | |
| 6. | Have the accrued compensation amounts been calculated for sick leave and vacation balances and an accrual been set up? (Compare to prior year and adjust prior year's accrual) | | | |
| 7. | Have contracts and purchase orders been reviewed to determine the level of work completed in the current fiscal year and the remaining amount carried forward to the new fiscal year? | | | |
| 8. | Are there any legal claims against the LEA for which a liability should be recorded? | | | |
| 9. | Set up accounts payable based on current special ed excess costs estimate | | | |
| 10. | Set up accounts payable for Revenue Limit (if applicable) | | | |
| 11. | Set up accounts payable for any amount not yet paid to CDE or collected by CDE for the \$253 per ADA reduction. (Basic Aid) | | | |

General Ledger Transactions

Yes	No	N/A
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|----|---|--|--|--|
| 1. | Did you prepare and post revenue limit transfers for special education and community day schools? | | | |
| 2. | Did you prepare and post entries for in-lieu of property taxes for charter schools? | | | |
| 3. | Did you prepare and post contributions (8980) to all necessary programs? | | | |

LONG-TERM DEBT CHECKLIST

Yes	No	N/A
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|----|--|--|--|--|
| 1. | Have all of the following types of long-term debt issue been recorded for this fiscal year in Form DEBT? | | | |
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General Obligation Bonds (Record as Object 9661)
 State School Building Loans (Record as Object 9662)
 Certificates of Participation (Record as Object 9666)
 Capital Leases (Record as Object 9667)
 Claims and Judgments (Record as Object 9669, if not paid from available expendables resources)
 Early Retirement Incentives (Record as Object 9669)
 Compensated Absences Payable (Record as Object 9665)
 Post Employment Benefits (Record as Object 9664)

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|----|---|--|--|--|
| 2. | Have you provided the COE with any disclosures for Non Voter Approved Debt? | | | |
|----|---|--|--|--|

CATEGORICAL PROGRAMS CHECKLIST

Yes No N/A

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|-----|--|--------------------------|--------------------------|--------------------------|
| 1. | Have all accounts payable for goods and services been recorded for all categorical programs? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | Have revenues been analyzed for accuracy for each categorical program? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | Have all direct support and indirect support costs been posted? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | Have all deferred revenues, accounts payable, and accounts receivable been posted?*** | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | Have restricted ending balances been calculated? *** | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | Has the final CAT form been completed? (Optional) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. | Has the deferred revenue account been reversed in the new fiscal year? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. | Has the interest been calculated and moved to IMRFP (resource 7156)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. | Have you swept the 6/30/08 ending fund balances from the restricted account to unrestricted using 8997 object? *** | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. | Have you verified the "old" now flexible resources have zero balances in all resources? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

INTER-FUND & INTER-PROGRAM TRANSACTIONS CHECKLIST

Yes No N/A

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|----|---|--------------------------|--------------------------|--------------------------|
| 1. | Do the 5700-5749 interprogram direct cost object codes net to zero for the specific fund? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | Do the 5750-5799 interfund direct cost object codes, for all funds, net to zero? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | Did you calculate and post any indirect costs in all applicable funds? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | Do the 7300-7349 interprogram direct support/indirect cost object codes net to zero for the specific fund? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | Do the 7350-7399 interfund direct support/indirect cost object codes, for all funds, net to zero? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | Do all interfund transactions balance out between funds for object combinations 8910-8929 & 7610-7629? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. | Has the SIAA report been completed and balanced between all funds including separate Cafeteria Funds/Accounts? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. | Do all interfund DTOF (Object 9610) and DFOF (Object 9310) accruals agree? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. | Have all Current Loans, Object 9640, been cleared by repayment or does the transaction meet the requirements of Education Code Section 42603? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

DUE TO AND DUE FROM OTHER FUNDS

Yes No N/A

This checklist includes Due To and Due From Other Funds accrual transfers, including repayments of current loans, interfund loans for state school building projects, and interfund transfers for Cafeteria salaries and benefits.

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| 1. | If the General Fund pays for Cafeteria salaries and benefits, has the amount been accrued as a Due To in the Cafeteria Fund (9610) and a Due From in the General Fund (9310)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | Have all temporary loans been repaid? If not, set an accrual for a Due From and a Due To Other Funds for each of the funds. (Refer to Education Code 42603). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | If the District has expended funds from the General Fund or the Capital Facility Fund in anticipation of State School Building Fund Revenues, has a Due To been established from the State School Building Fund and a Due From been established in the General/Capital Facilities Funds? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | Have all COPs trustee bank statements been reconciled to the fund recording COPs transactions? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | Have all direct costs, indirect costs, and support costs been transferred between funds? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

ADULT EDUCATION FUND CHECKLIST (Form 11)		Yes	No	N/A
1.	Has the revenue limit calculation been adjusted per the annual Adult ADA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Have all direct costs, indirect costs and support costs been transferred between funds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Have the Federal or State programs operated within the Adult Education Fund (i.e., Basic Education, JTPA, GAIN / CALWORKS) been properly accounted for?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Has a receivable been accrued for fourth quarter interest, object 8660?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Did the District check the revenue limit calculation to ensure the ADA was not claimed for CALWORKS/GAIN, unless the District received a funding letter for CALWORKS/GAIN and the District reached its Adult Education cap?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CAFETERIA FUND/ACCOUNT CHECKLIST (Form 13 Cafeteria or Form 61 Enterprise Fund)		Yes	No	N/A
1.	Have all salaries been appropriately charged within the fund?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Are there any amounts still due to other funds? (Does General Fund pay salaries and fringe?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Have the accruals to the Federal and State child nutrition programs been made?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Have all transactions, including purchases and receipts that are paid from an account outside of the County Treasury been reported?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Have all direct costs, direct support costs, and indirect costs been transferred between funds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	If the Child Nutrition Program serves the Child Development Program, has the Child Development Program been appropriately reimbursed for Meals Earned and for costs incurred?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Has a receivable been recorded for fourth quarter interest (if on deposit with County Treasurer)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CHILD DEVELOPMENT FUND CHECKLIST (Form 12 - Education Code Section 82000 through 83700)		Yes	No	N/A
1.	Have the account receivables been set up for the final reimbursement for Federal & State apportionments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Has a spreadsheet been prepared showing preschool/Head Start claims submitted and actual reimbursements received?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Has a receivable been accrued for fourth quarter interest?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Have all direct costs, direct support costs, and indirect costs been transferred between funds or accrued as DTOF and/or DFOF?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Have all State and Federal reports been filed to ensure proper reimbursement? A/R and A/P set?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DEFERRED MAINTENANCE CHECKLIST
(Form 14 - Education Code Section 39618 through 39619)

Yes	No	N/A
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- Has the LEA contributed its match to the Deferred Maintenance Fund for the prior year? (Not required 2008-09 to 2012-2013)
If district opted to not match 07-08 in 08-09, have you processed the reversal of current year match already done?
- Has a receivable been established for the State apportionment based on the most recent estimate of the actual amount to be received? ***
- Has a receivable been recorded for fourth quarter interest?
- Has a transfer been prepared using object 8997 to transfer the fund balance to the General Fund?

BUILDING FUND CHECKLIST
(Form 21)

Yes	No	N/A
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- Have lease sales, or rental contracts been reviewed to ensure that correct revenues are recorded for the fiscal year?
Any receivables?
- If construction projects are in process, has completed work to date been reviewed and appropriate liabilities accrued?
- Has a receivable been recorded for fourth quarter interest?
- Have all interfund transactions been accounted for? Has this fund made any expenditure on behalf of another fund (DFOF)?

CAPITAL FACILITIES FUND CHECKLIST
(Form 25)

Yes	No	N/A
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- Have all interfund transactions been accounted for? Has this fund made any expenditure on behalf of another fund?
If so, has Due From Other Fund been set up?
- Has a receivable been recorded for fourth quarter interest?
- Have all developer fee contracts been reviewed and appropriate revenues received or accrued?

STATE SCHOOL BUILDING FUND CHECKLIST
(Form 30)

Yes	No	N/A
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- Have all interfund transactions been accounted for? Has any other fund made any expenditure on behalf of this fund (DFOF)?
- If the LEA has made expenditures approved by the State Allocation Board of which reimbursement has not been received, has a receivable been accrued?
- Has a receivable been recorded for fourth quarter interest?
- Have all building project change orders been reviewed and submitted to OLA?

SPECIAL RESERVE FUND - CAPITAL OUTLAY CHECKLIST
(Form 40)

Yes	No	N/A
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- Have lease, sales, or rental contracts been reviewed to ensure that correct revenues are recorded for the fiscal year?
Receivables accrued?
- If construction projects are in process, has completed work to date been reviewed and appropriate liabilities accrued?
- Has a receivable been recorded for fourth quarter interest?

SPECIAL RESERVE FUND - NON-CAPITAL OUTLAY CHECKLIST
(Form 17)

Yes	No	N/A
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| 1. Is all activity properly recorded in fund? | | | |
| 2. Have any expenditures been made directly from this fund, other than transfers out to General Fund?
(Education Code Section 42842 states funds must be transferred out to the General Fund and then expended. No expenditures are allowed directly from this fund. See Management Advisory 93-02) | | | |
| 3. Has a receivable been recorded for fourth quarter interest? | | | |

BOND INTEREST & REDEMPTION FUND CHECKLIST
(Form 51)

Yes	No	N/A
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| 1. Has the County provided the District with the final financial statements? | | | |
| 2. Do the payments made agree with the debt schedule? | | | |

SELF-INSURANCE FUND CHECKLIST
(Form 67)

Yes	No	N/A
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| 1. Are revenues recognized within the period they are earned? Receivables accrued? | | | |
| 2. Are liabilities accrued for outstanding claims recorded? (Incurred but not paid) | | | |
| 3. Has a receivable been recorded for fourth quarter interest? | | | |
| 4. Has an actuarial study been completed every three years to determine the liability of the fund? | | | |

COPs/CAPITAL LEASES CHECKLIST

Yes	No	N/A
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| 1. Have all entries for new capital leases been recorded in the financial ledgers? | | | |
| 2. Have all lease payments been shown as a debt service payment, Object 763X? | | | |
| 3. Have all entries been made to record COPs (Certificates of Participation) activities, including:
Interest earned in trustee accounts?
Acquisitions made during the year?
Total proceeds of issuance?
Reconciliation of cash with fiscal agent's records? | | | |
| 4. Have appropriate entries been made to post existing COPs and lease-purchase agreements? | | | |
| 5. Have COPs, capital leases and other long-term debt been summarized and recorded in the J-249 long-term debt account group for the current fiscal year? (Use prior year audit report as a tool to determine amounts to be recorded) | | | |

THE AUDIT		Yes	No	N/A
1.	Have all prior-year audit adjustments been recorded? To all funds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Have you reviewed the list of items the auditors will need regarding closing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Have you checked with your auditor regarding the results of any interim work that has been performed that may need adjusting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Have the auditors been requested to review accounts payable and receivable prior to the final closing date to prevent possible audit adjustments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Have you reviewed prior-year adjustments to ensure that the same problems are not recurring?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Have the prior-year receivable and payable accounts been zeroed out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Have all immaterial adjustments been charged to current year account numbers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Have all audit adjustments been posted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Have all material adjustments been recorded in the restatement accounts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>