



# 2017 Annual Report Preparation Checklist

(For "Cash Basis" Special Purpose Districts)

Schedules, Statements, & Notes to the Financials	Completed/ Reviewed
<input checked="" type="checkbox"/> <b>Certification</b> - current contact information, signature and MCAG number (retain for entity records and audit, not required if you are filing on-line)	<input type="checkbox"/>
<input checked="" type="checkbox"/> <b>C-4/C5 Special Purpose Districts</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> C4/C5 (2017 edition) – are you using the correct format?</li> <li><input type="checkbox"/> C4's - Are for all governmental and proprietary funds. Are all funds reported on the C4?</li> <li><input type="checkbox"/> Have you combined all managerial fund activities of the general fund into a single reporting fund?</li> <li><input type="checkbox"/> Proprietary funds – have you combined all managerial funds such as debt, capital projects and reserves into a single fund for each proprietary activity.</li> <li><input type="checkbox"/> C5 - Are all fiduciary funds reported on the C5? Exclude Claims &amp; Payroll Clearing funds.             <ul style="list-style-type: none"> <li><input type="checkbox"/> Have the funds been reported by type (i.e., pension, investment, private-purpose and agency) instead of by individual fund numbers?</li> </ul> </li> <li><input type="checkbox"/> Beginning Cash and Investments are the same as prior year ending</li> <li><input type="checkbox"/> Beginning <b>and</b> Ending Fund Balances are allocated to "<b>reserved and/or unreserved" funds</b></li> <li><input type="checkbox"/> Verify <b>ending</b> fund balances on C4/C5's tie to ending balances on Schedules 01</li> <li><input type="checkbox"/> Verify Schedules 01 equal the amount reported on the C4 &amp; C5's</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> <b>Notes to the Financial Statements</b> (latest updates issued by SAO must be incorporated)	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Note 1 Summary of Significant Accounting Policies – does it reflect the latest BARS requirements?             <ul style="list-style-type: none"> <li><input type="checkbox"/> Only insert the notes that apply. <b>Remove all notes that do NOT apply?</b></li> <li><input type="checkbox"/> Budget data reflected and includes all of the amendments adopted throughout the year</li> <li><input type="checkbox"/> Current year text from Risk pools (including health/welfare if applicable) received and inserted?</li> <li><input type="checkbox"/> Reserved Fund balance – described nature and amounts if applicable</li> </ul> </li> <li><input type="checkbox"/> Note x – Investments – ties to bank or county treasurer statements. Disclose value cash, fair market value..</li> <li><input type="checkbox"/> Note– Property Tax – does it ties to County statements for tax levy applicable to the report year?             <ul style="list-style-type: none"> <li><input type="checkbox"/> Disclose separately any special levies.</li> </ul> </li> <li><input type="checkbox"/> Note – Debt Service Requirements – updated format. Are there any new loans to include?</li> <li><input type="checkbox"/> Note – Pension Plans –BARS prescribes the required language for both DRS &amp; other pension systems</li> <li><input type="checkbox"/> Other Disclosures – Example: Material adjustments made to prior year balances.             <ul style="list-style-type: none"> <li><input type="checkbox"/> Construction Commitment disclosure?</li> <li><input type="checkbox"/> Compliance and Accountability–funds that exceeded budget or have negative cash balance?</li> <li><input type="checkbox"/> Component Units or joint ventures to report?</li> </ul> </li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> <b>Schedule 01 (Resources)</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Beginning cash and investments are the same as the prior year ending balances</li> <li><input type="checkbox"/> Beginning fund balances have been allocated to "reserved and/or unreserved" BARS account numbers 308.10 or 308.80.             <ul style="list-style-type: none"> <li><input type="checkbox"/> Do distributions between reserved &amp; unreserved equal last years ending distributions?</li> </ul> </li> <li><input type="checkbox"/> Total resources – should equal the totals shown on the C4 Financial Statement</li> <li><input type="checkbox"/> Interfund transactions: Transfers or loans "IN" should equal Schedule 01 "OUT" (balance and reconcile 397's to 597's; 381's to 581's). Remove interfund transfers between rolled funds.</li> <li><input type="checkbox"/> Have all managerial funds been rolled into primary fund (Only one (1) general fund is allowed to be reported and all proprietary fund activities must be reported in single proprietary activity fund)</li> <li><input type="checkbox"/> <b>Have the latest BARS code changes been incorporated into schedule? See online BARS manual.</b></li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<b><input checked="" type="checkbox"/> Schedule 01 (Expenditures)</b>	
<input type="checkbox"/> Total expenditures equal the total shown on the C4 <input type="checkbox"/> Ending fund balances have been posted and tie to C4 <input type="checkbox"/> Ending fund balances have been appropriately allocated to "reserved and/or unreserved" BARS account numbers 508.10 or 508.80. <input type="checkbox"/> Interfund transfers and loans "OUT" should equal Schedule 01 "IN" ( <b>see note in Resources above</b> ) <input type="checkbox"/> Has debt service been appropriately allocated between principal and interest? <input type="checkbox"/> Have all managerial funds been rolled into primary fund (Only one (1) general fund is allowed to be reported and all proprietary fund activities must be reported in single proprietary activity fund) <input type="checkbox"/> <b>Have the latest BARS code changes been incorporated into schedule? See online BARS manual.</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b><input checked="" type="checkbox"/> Schedule 09 (Liabilities)</b>	
<input type="checkbox"/> All short and long term debt, plus liabilities must be listed on one (1) schedule. <input type="checkbox"/> Identifying Numbers appropriately assigned to each type of debt and/or liability description <input type="checkbox"/> Include Date of Original issuance of debt within Description column <input type="checkbox"/> Liabilities to report? <input type="checkbox"/> Pension liability and/or other post employment benefits (OPEB)? <input type="checkbox"/> Do you have compensated absences to report? Be sure to include tax liability. <input type="checkbox"/> Landfill closure and post closure? <input type="checkbox"/> Beginning debt/liability balances are the same as the ending balance from prior year. If an adjustment is needed to tie to lenders statements – did you attach an explanation (note) to Schedule 09 or disclose in the Notes to Financial Statements? <input type="checkbox"/> The amount reported as reduction for current year – ties to Schedule 01, principal only. <input type="checkbox"/> Ending debt balance ties to Lending agency annual statement of loan activity OR website statements	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b><input checked="" type="checkbox"/> Schedule 15 &amp; 16 (Schedule of Expenditures of State &amp; Federal awards)</b>	
<input type="checkbox"/> Schedules prepared based upon <b>actual expenditures</b> – not revenues with the exception of federal loans or federal program income. <input type="checkbox"/> Must be prepared <b>separately</b> for state (15) and federal awards (16) <input type="checkbox"/> Federal Schedule 16 requires additional considerations <input type="checkbox"/> Report grant-related expenditures in the year they take place (even if you have not been reimbursed by the grantor until the next year) <input type="checkbox"/> CFDA (Catalog of Federal Domestic Assistance) number must be shown <input type="checkbox"/> Segregate funds that come directly from federal agency vs. federal dollars that pass through state or local agency. <input type="checkbox"/> Include "Notes" to the Schedule of Expenditures of Federal Awards (16) <input type="checkbox"/> Note 1 is required for all cash basis entities <input type="checkbox"/> Did you expend over \$750,000 in federal funds? If yes, contact SAO to schedule a federal single audit.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b><input checked="" type="checkbox"/> Schedule 19 (Labor Relations Consultant(s))</b>	
<input type="checkbox"/> This schedule is required for "ALL" reporting entities	<input type="checkbox"/>
<b><input checked="" type="checkbox"/> Schedule 21 (Risk Management)</b>	
<input type="checkbox"/> Required if you have new self-insured program or changes to current self-insured program (see BARS)	<input type="checkbox"/>
<b><input checked="" type="checkbox"/> Schedule 22 (Questionnaire for Audit Assessment)</b>	
<input type="checkbox"/> Applies to <b>all</b> Fire Districts, EMS and Trauma Care Councils, Conservation, Cemetery, Diking/Draining, Mosquito/Pest/Weed, TV reception, Economic & Industrial Dev. Corps., and Transportation Benefit Districts, in addition to those entities with revenues usually less than \$300,000 or entities not receiving an onsite audit with revenues between \$300,000 and \$500,000.	<input type="checkbox"/>
<b><input checked="" type="checkbox"/> Annual Report has been reviewed by someone other than the preparer (separate checklist)</b>	
<input type="checkbox"/> Did the reviewing party sign off on the accuracy of the report?	<input type="checkbox"/>