

Cash-Basis Audit Preparation Checklist

ITEM	NEEDED FOR AUDITOR	READY FOR AUDIT
Report on Prior Audit Items	Yes	
Has each audit finding, management letter item, and exit item been included and addressed?		
Annual Financial Reports (for each year of audit)	Yes	
Do the C4 and C5 tie to Schedule 06?	automated format preferred	
Does Schedule 01 tie to the C4 & C5?		
Have the notes to financial statements been updated and reviewed?		
Are the notes to the financial statements numbered sequentially without any gaps or duplicate numbers?		
Does cash activity reports/Schedule 06 balance with the bank statements?		
Do the debt schedules and loan documents tie to the Schedule 09?		
Have the figures in Schedule 16 been verified with the notes to the schedule attached?		
Annual Budget (for each year of audit)		Yes
Is there a copy of the ordinance adopting the budget?		
Are there copies of all budget amendment ordinances?		
Annual Street Report and Six Year TIP (for each year of audit)	Yes	
Is there a copy of resolution adopting the six-year TIP?		
Is there a copy of affidavit of publication for public hearing for the six-year TIP?		
Directory of Officials for the audit period	Yes	
Does it include all resignations, new appointments, or changes?		
Has the occupation & employer of both the official & spouse been included?		
Is there proof of OPMA and PRA training for each elected official?		
Organizational Chart for City	Yes	
Does it include key staff, titles, and contact information?		
Do any pertinent changes from prior audit need to be noted?		
Federal Employer Identification Number (EIN)	Yes	
Evidence of Insurance	Yes	
Is a copy of the insurance policy available for review?		
Is there a copy of voucher with payment distribution?		
Schedule of banking institutions (bank name & account #)	Yes	
Does it include all treasurers' cash accounts and warrant accounts?		
Does it include all investments (CD's, Treasury notes, money market accounts, LGIP, etc.)?		

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Bank Statements and reconciliation process – for all institutions (cash & investments) for the audit period	No	
Have all monthly reconciliation worksheets been included?	may request copies of reconciliation	
Is there backup documentation for interest earnings allocation?		
Do total annual deposits on bank statements (excluding interbank activity) equal total resources on Financial Statements (excluding interfund activity 381/397)?		
Do total annual withdrawals (checks, warrants, electronic transactions, bank fees, etc.) on the bank statement (excluding interbank activity) equal total expenditures on financial statements (excluding interfund activity 581-597 and outstanding checks & warrants)?		
Schedule of all petty cash, change &/or imprest funds		
Does the schedule include location, purpose, amount of fund, authorized custodian?		
Is there documentation with history of activity for all funds?		
Are there copies of ordinance authorizing any new funds since last audit?		
Minutes of all Council meetings for audit period to the present (send electronically to auditor for review)	Automated format (email to auditors)	
Cash Receipts	No	
Are all treasurers' receipts organized and readily available?	request if needed	
Are all subsidiary receipts (Utilities, Court, Park & Rec., etc.) organized and readily available?		
Are all bank deposit records organized and readily available?		
Vouchers	No	
Is there original support documentation for all disbursements?	request if needed	
Do you have a vendors list (if requested, history of transactions by vendor) available?		
Payroll Detail	No	
Are there copies of all salary schedules and/or union contracts for the audit period?	request if needed	
Is there documentation for cost allocation methodology and documentation?		
Are reports showing payroll details (wage type, department, date of hire/termination) available?		
Are timesheets organized and readily available?		
Do payment amounts match CBA or personnel policies?		
Do leave accruals match CBA or leave policy?		
Are "special" or "differential" pay amounts correct?		
Warrants/Check - register	No	
Does the documentation include issue, void, and date of redemption/bank clearing and is it organized?	request if needed	
Interfund Transactions – copies of resolutions for Interfund loans	No	
Have all Interfund transactions(381/397's 581/597's) been reconciled?	request if needed	
Grant/Loan/Contracts & Agreements – Do you need a Single Audit?	No	
Are copies of any required Federal annual financial reports available?	request if needed	
Are all project files (bid, award letter, voucher support, timesheets, etc.) organized and readily available?		

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Loan/Debt Activity	Yes	
Did the city incur new debt? If so, does activity tie to Schedule 01?	Schedule 09	
Does Schedule 09 tie to Schedule 01? (BARS codes correctly used for separation of principal and interest)		
Does Schedule 09 tie to Lender statements of outstanding debt?		
Public Works Projects	No	
Have all projects started, on-going, and closed been included?	request if needed	
Miscellaneous Audit Information	No	
Is there a complete list of all credit cards and staff assigned to them?	request if needed	
Is there a complete list of all gas cards and staff assigned to them?		
Is there a complete list of all cell phones and staff assigned to them?		
Did the city create any new component units or enter into any joint ventures?		
Financial Policies and Procedures	No	
Are internal control procedures documented?		
Is there documentation of a secondary review of the financial statements?		
Is there documentation of journal entry controls?		