



Audit Preparation Checklist

Item	Needed for Auditor	Ready for Audit
<input checked="" type="checkbox"/> Annual Financial Reports (for each year of audit) <input type="checkbox"/> Verify that C4's and C5's tie to Schedules 11 <input type="checkbox"/> Verify that Schedule 01 ties to C4 & C5's <input type="checkbox"/> Notes to Financials have been updated and reviewed <input type="checkbox"/> Verify cash activity reports such as Schedule 11 balances to bank statements <input type="checkbox"/> Schedule 9 (debt schedules/loan docs should tie) <ul style="list-style-type: none"> ○ Worksheets required to support liabilities <input type="checkbox"/> Schedule 16 accuracy verified and notes are attached	YES automated format preferred	
<input checked="" type="checkbox"/> Annual Budget (for each year of audit) <input type="checkbox"/> Copy of ordinance adopting <input type="checkbox"/> Copy of budget amendment ordinance (make sure that your amendments have been included in the annual report schedules)	YES	
<input checked="" type="checkbox"/> Annual Street Report and Six Year TIP (for each year of audit) <input type="checkbox"/> Copy of resolution adopting <input type="checkbox"/> Copy of affidavit of publication for public hearing	YES	
<input checked="" type="checkbox"/> Directory of Officials for the audit period <input type="checkbox"/> Including resignations, new appointments, or changes <input type="checkbox"/> Include occupation & employer of both the official & spouse <input type="checkbox"/> Proof of OPMA and PRA training	YES	
<input checked="" type="checkbox"/> Organizational Chart for City <input type="checkbox"/> Staff list, including titles and phone numbers <input type="checkbox"/> Any changes noted from prior audit	YES	
<input checked="" type="checkbox"/> Federal Employer Identification Number (EIN)	YES	
<input checked="" type="checkbox"/> Evidence of Insurance <input type="checkbox"/> Copy of policy for review <input type="checkbox"/> Copy of voucher, with payment distribution	YES	
<input checked="" type="checkbox"/> Schedule of banking institutions (bank name & account #) <input type="checkbox"/> Treasurers cash account, warrant account <input type="checkbox"/> Investments (include all investments such as CD's, Treasury notes, money market accounts, LGIP, etc.)	YES	
<input checked="" type="checkbox"/> Bank Statements and reconciliation process – for all institutions (cash & investments) for the audit period <input type="checkbox"/> Monthly reconciliation worksheets <input type="checkbox"/> Spreadsheets for interest earnings allocation <input type="checkbox"/> Total annual deposits on bank statements (excluding interbank activity) equal total resources on Financial Statements (excluding interfund activity 381/397) <input type="checkbox"/> Total annual withdrawals (checks, warrants, electronic transactions, bank fees, etc.) on the bank statement (excluding interbank activity) equals total expenditures on financial statements (excluding interfund activity 581-597 and outstanding checks & warrants)	NO (may request copies of reconciliation)	
<input checked="" type="checkbox"/> Schedule of all petty cash, change &/or imprest funds to include: <input type="checkbox"/> Location, purpose, amount of fund, authorized custodian <input type="checkbox"/> History of activity <input type="checkbox"/> Authorizing ordinance for each new fund since last audit		



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<input checked="" type="checkbox"/> Minutes of all Council meetings for audit period to the present (send electronically to auditor for review)	Automated format (email to auditors)	
<input checked="" type="checkbox"/> Cash Receipts	NO	
<input type="checkbox"/> Treasurers receipts <input type="checkbox"/> Subsidiary receipts (Utilities, Court, Park & Rec., etc.) <input type="checkbox"/> Bank deposits	(request if needed)	
<input checked="" type="checkbox"/> Vouchers	NO	
<input type="checkbox"/> Original support documentation for all disbursements <input type="checkbox"/> Vendors list (if requested, history of transactions by vendor)	(request if needed)	
<input checked="" type="checkbox"/> Payroll Detail	NO	
<input type="checkbox"/> W-2's for all staff (reconciliation to payroll register & Schedule 01) <input type="checkbox"/> Salary schedules and/or union contracts for audit period <input type="checkbox"/> Payroll distribution – cost allocation methodology and documentation <input type="checkbox"/> Payroll detail to include, wage type, department, date of hire/termination <input type="checkbox"/> Timesheets	(request if needed)	
<input checked="" type="checkbox"/> Warrants/Check - register	NO	
<input type="checkbox"/> Include issue, void, and date of redemption/bank clearing	(request if needed)	
<input checked="" type="checkbox"/> Interfund Transactions – copies of resolutions for Interfund loans	NO	
<input type="checkbox"/> Reconcile all Interfund transactions(381/397's balance to 581/597's)	(request if needed)	
<input checked="" type="checkbox"/> Grant/Loan/Contracts & Agreements – Do you need a Single Audit?	NO	
<input type="checkbox"/> Copy of Federal annual financial reports <input type="checkbox"/> Annual report schedule 16 accurately completed <input type="checkbox"/> Project files (bid, award, voucher support, etc.) <input type="checkbox"/> Internal Control documentation for new COSO requirements	(request if needed)	
<input checked="" type="checkbox"/> Loan/Debt Activity	YES	
<input type="checkbox"/> Did the city incur new debt? If so, does activity tie to Sch. 01 <input type="checkbox"/> Does Schedule 09 tie to Schedule 01? (BARS codes correctly used for separation of principal and interest) <input type="checkbox"/> Does Schedule 09 tie to Lender statements of outstanding debt?	(Schedule 09)	
<input checked="" type="checkbox"/> Public Works Projects	NO	
<input type="checkbox"/> List of all projects started, on-going, and closed	(request if needed)	
<input checked="" type="checkbox"/> Miscellaneous Audit Information	NO	
<input type="checkbox"/> List of all credit cards and who they have been assigned to <input type="checkbox"/> List of all gas cards and staff assigned to them <input type="checkbox"/> List of all cell phones and staff assigned to them <input type="checkbox"/> Report reflecting what corrective actions were taken on prior Audit Findings, Management letter and exit comments <input type="checkbox"/> Did the city create any new component units or enter into any joint ventures?	(request if needed)	
<input checked="" type="checkbox"/> Financial Policies and Procedures	NO	
<input type="checkbox"/> Internal Control Procedures and documentation <input type="checkbox"/> Documentation of Financial statement review <input type="checkbox"/> Documentation of Journal entry controls	(request if needed)	