MRSC Annual Report Preparation Checklist

*(For **2017** "Cash Basis" Cities, Towns and Counties)*

Schedules, Statements, & Notes to the Financials	Completed/ Reviewed
☑ **Certification**- current contact info, signature and MCAG number (retain for entity records and audit)	☐
☑ **C-4/C5 Cash Basis Cities/Towns and Counties**	
☐ C4/C5 financial statements (2017 edition) – are you using the correct format?	☐
☐ C4's - Are for all governmental and proprietary funds. Are all funds reported on the C4?	☐
☐ Have you combined all managerial fund activities of the general fund into a single reporting fund?	☐
☐ Proprietary funds –all managerial funds (i.e., debt, capital projects, and reserves) consolidated into a single fund for each proprietary activity.	☐
☐ Special Revenue funds have properly classified– has this been evaluated and documented?	☐
☐ C5 - Are all fiduciary funds reported on the C5? Exclude Claims & Payroll Clearing funds.	☐
○ Have the funds been reported by type (i.e., pension, investment, private-purpose and agency) instead of by individual fund numbers? **Counties must include special purpose districts**.	☐
○ Do you have any component units to report? Example: Transportation Benefit Districts	☐
☐ Beginning Cash and Investments are the same as prior year ending	☐
☐ Beginning **and** Ending Fund Balances are allocated to **" reserved and/or unreserved" funds**	☐
☐ Verify **ending** fund balances on C4/C5's tie to ending balances on Schedules 01, and Schedule 11	☐
☐ Verify Schedules 01 equal the amount reported on the C4 & C5's	☐
☑ **Notes to the Financial Statements** (latest updates issued by SAO must be incorporated)	
☐ Note 1 Summary of Significant Accounting Policies	
○ Only insert the notes that apply. Remove all notes that do NOT apply?	☐
○ Budget data reflected and includes all of the amendments adopted throughout the year	☐
○ Current year text from Risk pools (include health pool if applicable) inserted?	☐
○ Reserved Fund balances (if any) – described nature, supporting legislation and amounts	☐
☐ Note x – Investments – equals banks and/or reconciliation. Disclose value being reported. (amortized cost, original cost or fair market value)	☐
☐ Note– Property Tax – does it tie to County statements for tax levy applicable to the report year?	☐
○ Disclose separately any special levies. Counties must disclose road levy shifts.	☐
☐ Note – Interfund Loans – tie to prior year ending balances? Schedule 01 activity ties to Note?	☐
☐ Note – Debt Service Requirements – updated format. Are there any new loans to include?	☐
○ Any loans with a forgiveness clause? Disclose separately	☐
☐ Note – Pension Plans –BARS prescribes the required language for both DRS & other pension systems	☐
☐ Other Disclosures – Example: Material adjustments made to prior year balances?	
○ OPEB (other post employment benefits) (Example: LEOFF 1) have you included a note?	☐
○ Construction Commitment disclosure?	☐
○ Compliance and Accountability–funds that exceeded budget or have negative cash balance?	
○ Component Units or joint ventures to report?	
☑ **Schedule 01 (Resources)**	
☐ Beginning cash and investments are the same as the prior year ending balances	☐
☐ Beginning fund balances have been allocated to "reserved and/or unreserved" BARS 308.10 or 308.80.	
☐ Total resources – should equal the totals shown on the C4 Financial Statement	☐
☐ Totals resources tie to Schedule 11 Cash In (cities/counties only) (NOTE: not applicable if using Schedule o6	
☐ Interfund transactions: Transfers or loans "IN" should equal Schedule 01 "OUT" (balance and reconcile 397's to 597's; 381's to 581's). Be sure to remove interfund transfers between rolled funds.	☐
☐ 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)	☐
☐ **Have all BARS code numbers been updated and corrected? Review latest BARS updates and adjust.**	☐

☑ **Schedule 01 (Expenditures)**	
☐ Total expenditures equal the total shown on the C4	☐
☐ Do total expenditures on Schedule 01 tie to Schedule 11? (cities and counties only) (NOTE: not applicable if using Schedule 06	☐
☐ Ending fund balances have been posted and tie to C4 and Schedule 11	☐
☐ Ending fund balances have been appropriately allocated to "reserved and/or unreserved" BARS account numbers 508.10 or 508.80.	☐
☐ Interfund transfers and loans "OUT" should equal Schedule 01 "IN" **(see note in Resources above**)	☐
☐ Has debt service been appropriately allocated between principal and interest?	☐
☐ 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 activity fund)	☐
☐ **Have all BARS code numbers been updated and corrected? Review latest BARS updates and adjust.**	☐
☑ **Schedule 06 (Summary of Bank Reconciliation) CASH - CITIES/TOWNS & COUNTIES ONLY**	
☐ Have all bank accounts (operating, trust accounts, debt redemption, etc.), investment accounts (CD's, Money Market, LGIP, Investment bonds, etc.), imprest checking accounts (travel checking, petty cash, etc.) and revolving cash accounts (change funds, cash on hand, petty cash drawers, etc.) been included?	☐
☐ Do the beginning balances shown tie to the bank statements as of 1/1/ of the fiscal year (column 2)?	☐
☐ Was a reconciliation worksheet prepared for bank statements to allow for completion of Schedule 06	☐
☐ Does the combined ending bank statement balances equal the fund balances reported on C4 & C5?	☐
☐ Have the non-banking transactions been segregated for reporting on Schedule 06?	☐
☐ Have all of the yearend reconciling items been reported on Schedule 06	☐
☐ Does column 12 equal prior year Schedule 07 outstanding items and open period?	☐
☐ Does column 13 equal current year outstanding checks/warrants and open period expenditures?	☐
☑ **Schedule 07 (Disbursement Activity) NOTE: May be replaced with Schedule 06 in 2017**	
☐ Beginning balance is the same as the ending balance from prior year less the prior year open items	☐
☐ Schedule must include all funds, including agency funds for special purpose districts that would not be presented on the financial statements	☐
o Counties should combine school districts into one line when districts issues their own warrants	☐
☐ Issued during the year includes "all" disbursements (checks, warrants, ACH, EFT, etc.) plus prior year open period items	☐
☐ Redeemed (and/or cleared the bank) during the year equals the amount of transactions on the bank statement	☐
☐ Cancelled disbursements require council/commission action – do you have supporting documentation?	☐
☐ Ending Outstanding Items – should equal the outstanding check and warrant reports	☐
☐ Prior year open period items should equal the council approved transactions for prior fiscal period	☐
☐ Current Year (fiscal period being reported) open period items should equal legislative action in January of current year for prior period expenses	☐
☐ Disbursements should equal the Statement C-4 and Schedule 01 expenditures; and Column 09 (disbursements) of Schedule 11	☐
☑ **Schedule 09 (Liabilities)**	
☐ All short and long term debt, plus liabilities must be reported.	☐
☐ Identifying Numbers appropriately assigned to each debt and/or liability description	☐
☐ Include Date of Original issuance of debt within Description column	☐
☐ Liabilities:	☐
☐ Do you have compensated absences to report? Did you allocate by fund? Must include tax liability.	☐
☐ Landfill closure and post closure?	☐
☐ Pension liability reported (GASB 68)? Did you reconcile to DRS PEFI?	
☐ 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?	☐
☐ The amount reported as reduction for current year – ties to Schedule 01, principal only.	☐
☐ Ending debt balance ties to Lending agency annual statement of loan activity OR website statements	☐

Schedule 11 (Cash Activity) NOTE: May be replaced with Schedule 06 in 2017	
☐ Must include all funds, including special purpose district agency funds o Counties – all schools may be combined and shown on one line o Counties – group funds that belong to others by type: State, Cities, Water Districts, etc. List each fund on a separate line in fund number sequence ☐ Beginning fund balances equal the ending fund balances from prior year schedules 11 ☐ Did you roll the funds in the same manner as the C4? ☐ Only one (1) general fund is allowed to be reported. ☐ All proprietary fund activities must be reported individually per enterprise type. Roll sub-funds into primary enterprise fund by enterprise type (i.e., water fund, sewer fund, etc.) ☐ Beginning fund balances equal the "beginning" cash on C4/C5 and Schedule 01 beginning (308's) ☐ Ending fund balances equal the "net ending cash" on the C4/C5 and Schedule 01 ending (508's) ☐ Schedule 11 balances to the bank statements? Do you have reconciliation worksheet to demonstrate?	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
☑ Schedule 15 & 16 (Schedule of Expenditures of State & Federal awards)	
☐ Schedules prepared based upon **actual expenditures** – not revenues with the exception of federal loans or federal program income. ☐ Must be prepared **separately** for state (15) and federal awards (16) ☐ Federal Schedule 16 requires additional considerations ☐ Report grant-related expenditures in the year they take place (even if you have not been reimbursed by the grantor until the next year) ☐ ARRA projects must be listed separately with a title of "ARRA" ☐ CFDA (Catalog of Federal Domestic Assistance) number must be shown ☐ Segregate funds that come directly from federal agency vs. federal dollars that pass through state or local agency. ☐ Include "Notes" to the Schedule of Expenditures of Federal Awards ☐ Note 1 is required for all cash basis entities ☐ Did you expend over $750,000 in federal funds? If yes, contact Audit Team for a federal single audit.	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
☑ Schedule 17 (Limitation on Public Works Projects Performed By Public Employees)	
☐ CITIES - required for 1st class cities ☐ Note that all cities are required to track, but currently NOT required to report ☐ COUNTIES – ALL counties which use public employees to perform public works projects.	☐ ☐ ☐
☑ Schedule 19 (Labor Relations Consultant(s))	
☐ This schedule is required for "ALL" reporting entities	☐
☑ Schedule 20 (Sales and Use Tax for Public Facilities – Rural Counties)	
☐ Required in Counties Only (except for King, Pierce and Snohomish)	☐
☑ Schedule 21 (Risk Management)	
☐ Required if you have self-insured programs such as unemployment, worker's compensation or other forms of insurance that your entity has assumed the risk.	☐
☑ Schedule 22 (Questionnaire for Audit Assessment)	
☐ Required for those cities/towns or counties that either have an average annual revenue for all funds less than $300,000 or do not receive an on-site audit.	☐
☑ Annual Report has been reviewed by someone other than the preparer	
☐ Was a checklist utilized? ☐ Did the reviewing party sign off on the accuracy of the report?	☐ ☐