

2015 Annual Report Preparation Checklist

(For "Cash Basis" Special Purpose Districts)

Schedules, Statements, & Notes to the Financials	Completed/ Reviewed
Certification - current contact information, signature and MCAG number (retain for entity records and audit, not required if you are filing on-line)	
☑ C-4/C5 Special Purpose Districts	
 C4/C5 (2013 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 – have you combined all managerial funds such as debt, capital projects and reserves into a single fund for each proprietary activity. C5 - Are all fiduciary funds reported on the C5? Exclude Claims & Payroll Clearing funds. 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 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 – does it reflect the latest BARS requirements? 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 Management pool has been received and inserted Reserved Fund balance – described nature and amounts if applicable Note x – Investments – ties to bank statement and/or reconciliation. Disclose value being reported. (i.e., amortized cost, original cost or fair market value) Note – Property Tax – does it ties to County statements for tax levy applicable to the report year? Disclose separately any special levies. Note – Debt Service Requirements – updated format. Are there any new loans to include? Note – Pension Plans – BARS prescribes the required language for both DRS & other pension systems Other Disclosures – Material adjustments made to prior year balances 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 account numbers 308.10 or 308.80. o Do distributions between reserved & unreserved equal last years ending distributions? Total resources – should equal the totals shown on the C4 Financial Statement 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. 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? 	

☑ Schedule 01 (Expenditures)		
 Total expenditures equal the total shown on the C4 Ending fund balances have been posted and tie to C4 Ending fund balances have been appropriately allocated to "reserved and/or unreserved" BAI numbers 508.10 or 508.80. Interfund transfers and loans "OUT" should equal Schedule 01 "IN" (see note in Resources a 		
 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 proprietary activity fund) Have all BARS code numbers been updated and corrected? 		
☑ Schedule 09 (Liabilities)		
 All short and long term debt, plus liabilities must be listed on one (1) schedule. Identifying Numbers appropriately assigned to each type of debt and/or liability description Include Date of Original issuance of debt within Description column Liabilities to report? Pension liability and/or other post employment benefits (OPEB)? Do you have compensated absences to report? Be sure to include tax liability. Landfill closure and post closure? Beginning debt/liability balances are the same as the ending balance from prior year. If an is needed to tie to lenders statements – did you attach an explanation (note) to Schedule in the Notes to Financial Statements? 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 	adjustment	
☑ Schedule 15 & 16 (Schedule of Expenditures of State & Federal awards)		
Schedules prepared based upon actual expenditures – not revenues with the exception of	f 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 be 		
 reimbursed by the grantor until the next year) CFDA (Catalog of Federal Domestic Assistance) number must be shown Segregate funds that come directly from federal agency vs. federal dollars that pass to r local agency. 	hrough state	
 Include "Notes" to the Schedule of Expenditures of Federal Awards (16) Note 1 is required for all cash basis entities Did you expend over \$750,000 in federal funds? If yes, contact SAO to schedule a federal schedule 	ingle audit.	
Schedule 19 (Labor Relations Consultant(s))		
This schedule is required for "ALL" reporting entities		
☑ Schedule 21 (Risk Management)		
Required if you have new self-insured program or changes to current self-insured program	n (see BARS)	
Schedule 22 (Questionnaire for Audit Assessment)		
ONLY applies to those entities with combined annual revenues usually less than \$300,000	. 🛛	
Annual Report has been reviewed by someone other than the preparer (separate o	· · · · · · · · · · · · · · · · · · ·	
Did the reviewing party sign off on the accuracy of the report?		

