



MRSC *Annual Report Preparation Checklist*

(For 2015 "Cash Basis" Cities, Towns and Counties)

[illegible]

☑ Schedule 01 (Expenditures)	
<input type="checkbox"/> Total expenditures equal the total shown on the C4	<input type="checkbox"/>
<input type="checkbox"/> Do total expenditures on Schedule 01 tie to Schedule 11? (cities and counties only)	<input type="checkbox"/>
<input type="checkbox"/> Ending fund balances have been posted and tie to C4 and Schedule 11	<input type="checkbox"/>
<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"/>
<input type="checkbox"/> Interfund transfers and loans "OUT" should equal Schedule 01 "IN" (see note in Resources above)	<input type="checkbox"/>
<input type="checkbox"/> Has debt service been appropriately allocated between principal and interest?	<input type="checkbox"/>
<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 activity fund)	<input type="checkbox"/>
<input type="checkbox"/> Have all BARS code numbers been updated and corrected?	<input type="checkbox"/>
☑ Schedule 07 (Disbursement Activity)	
<input type="checkbox"/> Beginning balance is the same as the ending balance from prior year less the prior year open items	<input type="checkbox"/>
<input type="checkbox"/> Schedule must include all funds, including agency funds for special purpose districts that would not be presented on the financial statements	<input type="checkbox"/>
<input type="checkbox"/> Counties should combine school districts into one line when districts issues their own warrants	<input type="checkbox"/>
<input type="checkbox"/> Issued during the year includes "all" disbursements (checks, warrants, ACH, EFT, etc.) plus prior year open period items	<input type="checkbox"/>
<input type="checkbox"/> Redeemed (and/or cleared the bank) during the year equals the amount of transactions on the bank statement	<input type="checkbox"/>
<input type="checkbox"/> Cancelled disbursements require council/commission action – do you have supporting documentation?	<input type="checkbox"/>
<input type="checkbox"/> Ending Outstanding Items – should equal the outstanding check and warrant reports	<input type="checkbox"/>
<input type="checkbox"/> Prior year open period items should equal the council approved transactions for prior fiscal period	<input type="checkbox"/>
<input type="checkbox"/> Current Year (fiscal period being reported) open period items should equal legislative action in January of current year for prior period expenses	<input type="checkbox"/>
<input type="checkbox"/> Disbursements should equal the Statement C-4 and Schedule 01 expenditures; and Column 09 (disbursements) of Schedule 11	<input type="checkbox"/>
☑ Schedule 09 (Liabilities)	
<input type="checkbox"/> All short and long term debt, plus liabilities must be reported.	<input type="checkbox"/>
<input type="checkbox"/> Identifying Numbers appropriately assigned to each debt and/or liability description	<input type="checkbox"/>
<input type="checkbox"/> Include Date of Original issuance of debt within Description column	<input type="checkbox"/>
<input type="checkbox"/> Liabilities:	<input type="checkbox"/>
<input type="checkbox"/> Do you have compensated absences to report? Did you allocate by fund? Must include tax liability.	<input type="checkbox"/>
<input type="checkbox"/> Landfill closure and postclosure?	<input type="checkbox"/>
<input type="checkbox"/> Pension liability reported (GASB 67/68)?	<input type="checkbox"/>
<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?	<input type="checkbox"/>
<input type="checkbox"/> The amount reported as reduction for current year – ties to Schedule 01, principal only.	<input type="checkbox"/>
<input type="checkbox"/> Ending debt balance ties to Lending agency annual statement of loan activity OR website statements	<input type="checkbox"/>
☑ Schedule 11 (Statement of Cash Activity)	
<input type="checkbox"/> Must include all funds, including special purpose district agency funds	<input type="checkbox"/>
<input type="checkbox"/> Counties – all schools may be combined and shown on one line	<input type="checkbox"/>
<input type="checkbox"/> 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	<input type="checkbox"/>
<input type="checkbox"/> Beginning fund balances equal the ending fund balances from prior year schedules 11	<input type="checkbox"/>
<input type="checkbox"/> Did you roll the funds in the same manner as the C4?	<input type="checkbox"/>
<input type="checkbox"/> Only one (1) general fund is allowed to be reported.	<input type="checkbox"/>
<input type="checkbox"/> All proprietary fund activities must be reported in single activity fund	<input type="checkbox"/>
<input type="checkbox"/> Beginning fund balances equal the "beginning" cash on C4/C5 and Schedule 01 beginning (308's)	<input type="checkbox"/>
<input type="checkbox"/> Ending fund balances equal the "net ending cash" on the C4/C5 and Schedule 01 ending (508's)	<input type="checkbox"/>
<input type="checkbox"/> Schedule 11 balances to the bank statements	<input type="checkbox"/>
<input type="checkbox"/> Do you have a bank reconciliation worksheet to show how the reconciliation ties the schedule and statements?	<input type="checkbox"/>

<input checked="" type="checkbox"/> Schedule 15 & 16 (Schedule of Expenditures of State & Federal awards)	
<input type="checkbox"/> Schedules prepared based upon actual expenditures – not revenues with the exception of federal loans or federal program income.	<input type="checkbox"/>
<input type="checkbox"/> Must be prepared separately for state (15) and federal awards (16)	<input type="checkbox"/>
<input type="checkbox"/> Federal Schedule 16 requires additional considerations	<input type="checkbox"/>
<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"/>
<input type="checkbox"/> ARRA projects must be listed separately with a title of "ARRA"	<input type="checkbox"/>
<input type="checkbox"/> CFDA (Catalog of Federal Domestic Assistance) number must be shown	<input type="checkbox"/>
<input type="checkbox"/> Segregate funds that come directly from federal agency vs. federal dollars that pass through state or local agency.	<input type="checkbox"/>
<input type="checkbox"/> Include "Notes" to the Schedule of Expenditures of Federal Awards	<input type="checkbox"/>
<input type="checkbox"/> Note 1 is required for all cash basis entities	<input type="checkbox"/>
<input type="checkbox"/> Did you expend over \$750,000 in federal funds? If yes, contact Audit Team to schedule a federal single audit.	<input type="checkbox"/>
<input checked="" type="checkbox"/> Schedule 17 (Limitation on Public Works Projects Performed By Public Employees)	
<input type="checkbox"/> CITIES - required for 1 st class cities	<input type="checkbox"/>
<input type="checkbox"/> Note that all cities are required to track, but currently NOT required to report	<input type="checkbox"/>
<input type="checkbox"/> COUNTIES – ALL counties which use public employees to perform public works projects.	<input type="checkbox"/>
<input checked="" type="checkbox"/> Schedule 19 (Labor Relations Consultant(s))	
<input type="checkbox"/> This schedule is required for "ALL" reporting entities	<input type="checkbox"/>
<input checked="" type="checkbox"/> Schedule 20 (Sales and Use Tax for Public Facilities – Rural Counties)	
<input type="checkbox"/> Required in Counties Only (except for King, Pierce and Snohomish)	<input type="checkbox"/>
<input checked="" type="checkbox"/> Schedule 21 (Risk Management)	
<input type="checkbox"/> Required if you have new self-insured program or changes to current self-insured program (see BARS)	<input type="checkbox"/>
<input checked="" type="checkbox"/> Schedule 22 (Questionnaire for Audit Assessment)	
<input type="checkbox"/> ONLY applies to those entities with combined annual revenues usually less than \$300,000.	<input type="checkbox"/>
<input checked="" type="checkbox"/> Annual Report has been reviewed by someone other than the preparer	
<input type="checkbox"/> Was a checklist utilized?	<input type="checkbox"/>
<input type="checkbox"/> Did the reviewing party sign off on the accuracy of the report?	<input type="checkbox"/>



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