## MRSC Annual Report Preparation Checklist

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

| Schedules, Statements, & Notes to the Financials   | Completed/<br>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 Cities, Towns and Counties  |                        |  |
| <ul> <li>C4/C5 (2013 edition) – are you using the correct format?</li> <li>C4/C5 (2013 edition) – are you using the correct format?</li> <li>C4's - Are for all governmental and proprietary funds. Are all funds reported on the C4?</li> <li>Have you combined all managerial fund activities of the general fund into a single reporting fund?</li> <li>Proprietary funds – have you combined all managerial funds such as debt, capital projects and reserves into a single fund for each proprietary activity.</li> <li>Special Revenue funds are they properly classified – has this been evaluated and documented?</li> <li>C5 - Are all fiduciary funds reported on the C5? Exclude Claims &amp; Payroll Clearing funds.         <ul> <li>Do you have any component units to report? Example: Transportation Benefit Districts</li> <li>Beginning Cash and Investments are the same as prior year ending</li> <li>Beginning fund Balances on C4/C5's tie to ending balances on Schedules 01, and Schedule 11</li> <li>Verify Schedules 01 equal the amount reported on the C4 &amp; C5's</li> </ul> </li> </ul>                                      |                        |  |
| Notes to the Financial Statements (latest updates issued by SAO must be incorporated)  |                        |  |
| <ul> <li>Note 1 Summary of Significant Accounting Policies – does it reflect the latest BARS requirements?         <ul> <li>Only insert the notes that apply. Remove all notes that do NOT apply?</li> <li>Budget data reflected and includes all of the amendments adopted throughout the year</li> <li>Current year text from Risk Management pool has been received and inserted</li> <li>Reserved Fund balance – described nature and amounts if applicable</li> </ul> </li> <li>Note x – Investments – ties to bank statement and/or reconciliation. Disclose value being reported. (i.e., amortized cost, original cost or fair market value)</li> <li>Note – Property Tax – does it ties to County statements for tax levy applicable to the report year?         <ul> <li>Disclose separately any special levies. Counties must disclose road levy shifts.</li> <li>Note – Debt Service Requirements – updated format. Are there any new loans to include?</li> <li>Note – Pension Plans – BARS prescribes the required language for both DRS &amp; other pension systems</li> <li>Other Disclosures –                 <ul></ul></li></ul></li></ul> |                        |  |
| ☑ Schedule 01 (Resources)  |                        |  |
| <ul> <li>Beginning cash and investments are the same as the prior year ending balances</li> <li>Beginning fund balances have been allocated to "reserved and/or unreserved" BARS account numbers 308.10 or 308.80. Do distributions between reserved &amp; unreserved equal last years ending distributions?</li> <li>Total resources – should equal the totals shown on the C4 Financial Statement</li> <li>Totals resources should tie to Schedule 11 Cash In (cities/counties only)</li> <li>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.</li> </ul>   |                        |  |
| <ul> <li>Have all managerial funds been rolled into primary fund (Only one (1) general fund is allowed to be<br/>reported and all proprietary fund activities must be reported in single proprietary activity fund)</li> <li>Have all BARS code numbers been updated and corrected?</li> </ul>   |                        |  |

| ☑ Schedule 01 (Expenditures)   |   |  |  |  |  |
|--|---|--|--|--|--|
| <ul> <li>Total expenditures equal the total shown on the C4</li> <li>Do total expenditures on Schedule 01 tie to Schedule 11? (cities and counties only)</li> <li>Ending fund balances have been posted and tie to C4 and Schedule 11</li> <li>Ending fund balances have been appropriately allocated to "reserved and/or unreserved" BARS account numbers 508.10 or 508.80.</li> </ul>                        |   |  |  |  |  |
| <ul> <li>Interfund transfers and loans "OUT" should equal Schedule 01 "IN" (see note in Resources above)</li> <li>Has debt service been appropriately allocated between principal and interest?</li> <li>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)</li> </ul> |   |  |  |  |  |
| Have all BARS code numbers been updated and corrected?   |   |  |  |  |  |
| ☑ Schedule 07 (Disbursement Activity)  |   |  |  |  |  |
|  | Beginning balance is the same as the ending balance from prior year less the prior year open items<br>Schedule must include all funds, including agency funds for special purpose districts that would not be<br>presented on the financial statements            |  |  |  |  |
|  | • Counties should combine school districts into one line when districts issues their own warrants<br>Issued during the year includes "all" disbursements (checks, warrants, ACH, EFT, etc.) plus prior year<br>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?<br>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<br>Current Year (fiscal period being reported) open period items should equal legislative action in January<br>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.<br>Identifying Numbers appropriately assigned to each debt and/or liability description<br>Include Date of Original issuance of debt within Description column<br>Liabilities:                   |  |  |  |  |
|  | <ul> <li>Do you have compensated absences to report? Did you allocate by fund? Must include tax liability.</li> <li>Landfill closure and postclosure?</li> <li>Pension liability reported (GASB 67/68)?</li> </ul>  |  |  |  |  |
|  | 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.<br>Ending debt balance ties to Lending agency annual statement of loan activity OR website statements  |  |  |  |  |
| 🗹 Scł  | nedule 11 (Statement of Cash Activity)  |  |  |  |  |
|  | Must include all funds, including special purpose district agency funds   |  |  |  |  |
|  | <ul> <li>Counties – all schools may be combined and shown on one line</li> <li>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</li> </ul>                    |  |  |  |  |
|  | Beginning fund balances equal the ending fund balances from prior year schedules 11<br>Did you roll the funds in the same manner as the C4?   |  |  |  |  |
|  | <ul> <li>Only one (1) general fund is allowed to be reported.</li> <li>All proprietary fund activities must be reported in single activity fund</li> <li>Beginning fund balances equal the "beginning" cash on C4/C5 and Schedule 01 beginning (308's)</li> </ul> |  |  |  |  |
|  | Ending fund balances equal the "net ending cash" on the C4/C5 and Schedule 01 ending (508's)<br>Schedule 11 balances to the bank statements<br>Do you have a bank reconciliation worksheet to show how the reconciliation ties the schedule and                   |  |  |  |  |
|  | statements?   |  |  |  |  |

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



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