|  |  |  |  |
| --- | --- | --- | --- |
| **General Information to aid in review of report** | Initials | Page Ref. | Comments |
| Names of the Major Funds to be reported on: General Fund (List all other major funds) |  |  |  |
|  |  |  |  |
| Name of Component Units to be shown: List correct name of component unit(s) here |  |  |  |
|   |  |  |  |
| Name of Proprietary Funds to be included: |  |  |  |
|  |  |  |  |
| Adverse opinion will be issued on:(list problem and the Exhibit which will be affected) |  |  |  |
|  |  |  |  |
| Qualified opinion will be issued on:(list problem and the Exhibit which will be affected) |  |  |  |
|  |  |  |  |
| Single audit required? Yes or No |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Other Items** | Initials | Page Ref. | Comments |
| Complete the planning materiality worksheet for each opinion unit, including governmental activities and business-type activities (Exhibits 1 and 2). |  |  |  |
| Complete the Audit Difference Evaluation Form and the Client Audit Adjustment Form for each opinion unit. |  |  |  |
| Complete the Control Deficiency Evaluation and Aggregation Worksheet. |  |  |  |
| Obtain the County’s Management Discussion and Analysis, and include in the audit documentation |  |  |  |
| If the county does not provide the Management Discussion and Analysis, obtain appropriate signature acknowledging that the county is not furnishing a MD&A for the audit report, and include in the audit documentation. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Financial Statements** | Initials | Page Ref. | Comments |
| Identify the Exhibits which are required by either a yes or N/A in the comments column. |  |  |  |
| Exhibit 1 Statement of Net Position  |  |  |  |
| Exhibit 2 Statement of Activities |  |  |  |
| Exhibit 3 Balance Sheet – Governmental Funds |  |  |  |
| Exhibit 4 Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds  |  |  |  |
| Exhibit 5 Statement of Net Position – Proprietary Fund(s) |  |  |  |
| Exhibit 6 Statement of Revenues, Expenses, and  Changes in Net Position – Proprietary  Fund(s) |  |  |  |
| Exhibit 7 Statement of Cash Flows – Proprietary Fund(s) |  |  |  |
| Exhibit 8 Statement of Fiduciary Assets and Liabilities **OR** Statement of Fiduciary Net Position *(Use this title if the County has private purpose trust funds.)* |  |  |  |
| Exhibit 9 Statement of Changes in Fiduciary Net Position |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. | Determine all entries on the financial statements tie to amounts on the transaction worksheets. ***Provide cross-references from the financial statements to the applicable workpaper.*** |  |   |  |
| 2. | Determine financial statements not used are deleted and remaining statements are renumbered. |  |  |  |
| 3. | Determine that all pages of the financial statements foot and crossfoot.  |  |  |  |
| 4. | Determine that all tables in the notes foot and crossfoot. |  |  |  |
| 5. | Determine that all pages of the financial statements have complete headings and the appropriate date has been inserted. |  |  |  |
| 6. | Determine all unused titles and column headings have been struck-out.  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Independent Auditor’s Report** | Initials | Page Ref. | Comments |
| 1. | Choose correct audit opinion; delete the others. |  |   |  |
| 2. | Edit the opinion reports as needed.  |  |  |  |
| 3. | Complete the Opinion Determination Form and include in the audit documentation. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Management’s Discussion and Analysis** | Initials | Page Ref. | Comments |
| 1. | MD&A should be prepared by the county. |  |  |  |
|  | Since the MD&A is a part of the audit report, the MD&A should be submitted in an electronic form as well as a written copy. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Exhibit 1 Statement of Net Position** | Initials | Page Ref. | Comments |
| 1. | Total net position for governmental activities ties to the net position–ending amount on Exhibit 2. |  |   |  |
| 2. | Total net position for business-type activities ties to the net position–ending amount on Exhibit 2. |  |  |  |
| 3. | Total net position for governmental activities ties to the net position amount on Exhibit 3-1 |  |  |  |
| 4. | Total net position for business-type activities ties to the total net position on Exhibit 5. |  |  |  |
| 5. | Total net position for business-type activities ties to the total net position on Exhibit 6. |  |  |  |
| 6. | The fines receivable and/or accounts receivable amounts tie to the reconciling amount on Exhibit 3-1. |  |  |  |
| 7. | The capital assets, net (for governmental activities) ties to the reconciliation amount on Exhibit 3-1 for capital assets. |  |  |  |
| 8. | The capital assets, net amounts tie to the workpaper summarizing the changes in capital assets and to the capital asset note. |  |  |  |
| 9. | Determine that the only interfund receivable/payable balances remaining at year-end are those between governmental funds and the enterprise fund. These remaining interfund receivables/payables are shown as internal balances on Exhibit 1.All other interfund receivable/payable balances are eliminated and are not shown on Exhibit 1. |  |  |  |
| 10. | The intergovernmental payables include amounts due to the Agency Funds at year end. |  |  |  |
| 11. | The amount of long-term liabilities reported ties to the reconciliation amount on Exhibit 3-1 for long-term liabilities and to the long-term debt note.  |  |  |  |
|  | Due within one year Capital debt Non-capital debtDue in more than one year Capital debt Non-capital debtTotal | $$$$$ |  |  |  |
| 12. | Deferred inflow of resources should include items such as:Property tax receivableCapital lease receivable (interest portion only). |  |  |  |
| 13. | Unearned revenue liability should include items such as:Solid waste fees paid in advance by usersFederal grants received in advance. |  |  |  |
| 14. | Assets plus deferred outflows (debits) less liabilities less deferred inflows (credits) equals net position. *(Total assets (including deferred outflows) ties to total liabilities (including deferred inflows) plus total net position.)* |  |  |  |
| 15. | Determine that an amount is Not restricted for net position when a capital lease receivables has a corresponding debt amount. (The receivable would be offset by the liability and there would be no restricted net position amount.) |  |  |  |
| 16. | Determine that net position restricted for Debt Service on Exhibit 1 equals fund balance restricted for Debt Service on Exhibit 3 less accrued interest payable. |  |  |  |
| 17. | Business-type activities net position should be restricted by expense type (Public safety for regional jails; public works for solid waste funds) |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Exhibit 2 Statement of Activities** | Initials | Page Ref. | Comments |
| 1. | Change in net position for governmental activities ties to change in net position on Exhibit 4-1. |  |  |  |
| 2. | Changes in net position for business-type activities ties to change in net position on Exhibit 6. |  |  |  |
| 3. | Net position – ending for governmental activities ties to corresponding totals on Exhibit 1 and Exhibit 3-1. |  |  |  |
| 4. | Net position-ending for business-type activities ties to corresponding totals on Exhibits 1, 5 and 6. |  |  |  |
| 5. | Only transfers between governmental activities and business-type activities should be reported as transfers.Transfers between 2 governmental funds or transfers between 2 enterprise funds should not be shown on this exhibit. |  |  |  |
| 6. | Net position beginning balance ties to prior year Exhibit 2 net position ending balance. |  |  |  |
| 7. | Determine that total Governmental Activities charges for services reconciles to licenses commission and other Revenue + fines and forfeitures + charges for services amounts on Exhibit 4. |  |  |  |
| 8. | Determine that Governmental Activities operating grants and contributions + capital grants and contributions + grants and contributions not restricted to specific programs reconciles to total Governmental Funds intergovernmental revenue amount on Exhibit 4. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Exhibit 3 Balance Sheet – Governmental Funds** | Initials | Page Ref. | Comments |
| 1. | The fund balances amounts per fund ties to the corresponding fund balance on Exhibit 4. |  |  |  |
| 2. | Total fund balance amount ties to Exhibit 3-1. |  |  |  |
| 3. | Assets plus deferred outflows (debits) less liabilities less deferred inflows (credits) equals net position. *(Total assets (including deferred outflows) ties to total liabilities (including deferred inflows) plus total net position.)* |  |  |  |
| 4. | Determine that other fund balance amounts that should be nonspendable, restricted, committed, assigned or unassigned are properly reported. |  |  |  |
| 5. | Deferred inflows of resources should be recognized for items such as: Property tax receivableFines receivableSolid waste receivableCapital lease receivable (principal and interest) |  |  |  |
| 6. | Unearned revenue liability should be recognized for items such as:Solid waste user fees paid in advanceFederal grants received in advance  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Initials | Page Ref. | Comments |
| **Exhibit 3-1 Reconciliation of Governmental Funds Balance Sheet to Statement of Net Position** |
| 1. | Total fund balance ties to Exhibit 3. |  |  |  |
| 2. | Reconciling amounts tie to applicable note disclosure and workpapers. |  |  |  |
| 3. | Capital asset reconciling amount ties to Exhibit1, capital asset note and capital asset workpapers. |  |  |  |
| 4. | Long-term asset (fines receivable, accounts receivable) reconciling amount ties to Exhibit 1. |  |  |  |
| 5. | Long-term liabilities reconciling amount ties to Exhibit 1, the long-term debt note and debt workpapers. |  |  |  |
| 6. | Capital lease receivable reconciling amount ties to capital lease note principal balance. |  |  |  |
| 7. | Internal service fund reconciling amount ties to Exhibit 5 and Exhibit 6 Internal Service Fund, net position. |  |  |  |
| 8. | Pension expense deferred outflows and/or inflows reconciling amount ties to Exhibit 1.  |  |  |  |
| 9. | Any other reconciling items tie to note disclosure and workpapers.  |  |  |  |
| 10. | Total net position ties to Exhibit 1 and Exhibit 2. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Initials | Page Ref. | Comments |
| **Exhibit 4 Statement of Revenues, Expenditures and Changes in Fund Balances-Governmental Funds** |
| 1. | Fund balances – ending ties to Exhibit 3. |  |  |  |
| 2. | Net changes in fund balances ties to Exhibit 4-1. |  |  |  |
| 3. | Fund balances – beginning amount ties to prior year Exhibit. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Initials | Page Ref. | Comments |
| **Exhibit 4-1 Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities** |
| 1. | Net changes in fund balance amount ties to Exhibit 4. |  |  |  |
| 2. | Reconciling amounts tie to applicable note disclosure and workpapers. |  |  |  |
| 3. | Capital outlay reconciling amount ties to capital asset note for current year additions and for current year depreciation.  |  |  |  |
| 4. | Proceeds from sale of assets and/or compensation for loss of capital assets reconciling amounts tie to amount on Exhibit 4. |  |  |  |
|  | The net change in the gain or loss and the proceeds from the sale of assets or compensation for loss or capital assets ties to the total deletion amount on the capital asset note disclosure. |  |  |  |
| 5. | Fines revenue and solid waste revenue recognized tie to changes in receivables reported on Exhibit 3 from prior year to current year. |  |  |  |
| 6. | Current year debt repayment and debt proceeds reconciling amounts tie to long-term debt note summary of changes and to Exhibit 4 amounts. Reconciling amounts will not include changes in compensated absences or claims and judgments. |  |  |  |
| 7. | Capital leases reconciling amount ties to other financing sources – lease principal payments on Exhibit 4. |  |  |  |
| 8. | Pension expense amounts tie to Exhibit 2 |  |  |  |
| 9. | Internal Service fund reconciling amount ties to Exhibit 5 and Exhibit 6 Internal Service Fund net position. |  |  |  |
| 10. | Any other reconciling items tie to workpaper and/or note disclosure.  |  |  |  |
| 11. | Changes in net position amount ties to Exhibit 2. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Initials | Page Ref. | Comments |
| **Exhibit 5 Statement of Net Position – All Proprietary Fund Types** |
| 1. | Total amounts for enterprise fund(s) ties to Exhibit 1 business-type activities amounts. |  |  |  |
| 2. | Cash and investments amount ties to Exhibit 7 cash and cash equivalents at end of year. |  |  |  |
| 3. | Total net position for enterprise funds tie to net position on Exhibits 1, 2 and 6 both by individual enterprise funds and in total. |  |  |  |
| 4. | Assets plus deferred outflows (debit) less total liabilities, less deferred inflows (credit) equals the total net position. (Total assets (including deferred outflows) ties to total liabilities (including deferred inflows) plus total net position.) |  |  |  |
| 5. | Total net position for internal service funds ties to net position on Exhibits 6. |  |  |  |
| 6. | Business-type activities net position should be restricted by expense type (Public safety for regional jails; public works for solid waste funds) |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Exhibit 6** | Initials | Page Ref. | Comments |
| 1. | Operating income (loss) amount ties to corresponding amount on Exhibit 7. |  |  |  |
| 2. | Net position – ending amount for business-type activities ties to total net position amount on Exhibit 1, Exhibit 2 and Exhibit 5. |  |  |  |
| 3. | Net position beginning amount ties to prior year Exhibit 6 net position ending amount. |  |  |  |
| 4. | Net position – ending amount for Internal Service Funds ties to total net position on Exhibit 5. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Exhibit 7** | Initials | Page Ref. | Comments |
| 1. | Cash and cash equivalents for business-type activities at end of year ties to corresponding amount on Exhibit 1 and Exhibit 5. |  |  |  |
| 2. | Cash and cash equivalents for Internal Service funds at the end of year ties to corresponding amount on Exhibit 5. |  |  |  |
| 3. | Cash and cash equivalents at beginning of the year tie to prior year Exhibit 7 cash and cash equivalents ending amount. |  |  |  |
| 4. | Net cash provided (used) by operating activities at top of exhibit ties to corresponding amount at bottom of exhibit. |  |  |  |
| 5. | Operating income (loss) ties to amount on Exhibit 6. |  |  |  |
| 6. | Any noncash capital financing activity occurring during the year is disclosed at end of the exhibit. |  |  |  |
| 7. | The reconciliation of enterprise funds worksheet should be completed to ensure Exhibits 6 and 7 are correct. (Excel file – Reconciliation of Enterprise) |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Exhibit 8** | Initials | Page Ref. | Comments |
| 1. | If there are NO trust funds, the title of the exhibit should be Statement of Fiduciary Assets and Liabilities. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Exhibit 9** | Initials | Page Ref. | Comments |
| 1. | Statement should be completed if the county has private-purpose trust funds. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Individual Notes to Financial Statements** | Initials | Page Ref. | Comments |
| **Summary of Significant Accounting Policies** |
| 1. | Determine that all inappropriate words, statements or paragraphs are deleted or edited. |  |  |  |
| 2. | Determine when applicable, that all appropriate component unit policies are adequately disclosed. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Fund Reclassification/Accounting Change** | Initials | Page Ref. | Comments |
| 1. | Explain fund reclassification and/or accounting change, if applicable. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Prior Period Adjustments** | Initials | Page Ref. | Comments |
| 1. | Determine that only **significant** fund equity adjustments of prior year errors are included as prior period adjustments.  |  |  |  |
| 2. | The total of error corrections agrees with amounts shown on:  |  |  |  |
|  | Exhibit 2Exhibit 4Exhibit 6 Total | $$ |  |  |  |
| 3. | Determine the error corrections are properly explained for Exhibit 2, 4 and 6. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Initials | Page Ref. | Comments |
| **Deposits and Investments** |
| 1. | Determine that the total carrying amount per deposits and/or investments ties to the total cash and investments per Exhibit 1 & Exhibit 8. |  |  |  |
|  | Deposit balanceInvestment balanceTotal per Exhibit 1 and Exhibit 8 amounts | $$$ |  |  |  |
| 2. | Determine that the bank balance amount ties to the county’s reconciled bank balances at 9/30. |  |  |  |
| 3. | Determine that cash and investments are properly disclosed, including applicable risk disclosures. |  |  |  |
| 4. | If no investments, delete “and investments” from the note disclosure and on Exhibits 1, 3, 5 and 8. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Initials | Page Ref. | Comments |
| **Interfund Transactions and Balances** |
| 1. | Determine that the schedules identify transactions occurring between General Fund, each major fund (listed individually) and Other Governmental Funds (listed as one amount). |  |  |  |
| 2. | Determine that due from/to other funds tie to the amounts on Exhibits 3, 5 and 8.Due From other Funds Due to Other Funds |  |  |  |
|  | Exhibit 3 Exhibit 5 Exhibit 8 Total | $$ | Exhibit 3Exhibit 5Exhibit 8Total | $$ |  |  |  |
| 3. | Determine that the purpose of the loans has been documented; along with any loans not expected to be paid within one year. |  |  |  |
| 4. | Determine that advances to/from other funds tie to the amounts on Exhibits 3, 5 and 8. |  |  |  |
|  | Advances to other funds | Advances From Other Funds |  |  |  |
|  | Exhibit 3Exhibit 5Exhibit 8Total | $$ | Exhibit 3Exhibit 5Exhibit 8Total | $$ |  |  |  |
| 5. | Determine that the purpose of the advances has been documented along with any advances not expected to be paid within one year. |  |  |  |
| 6. | Determine that transfers in/out tie to the amounts on Exhibits 4 and 6. |  |  |  |
|  | Transfers In | Transfers Out |  |  |  |
|  | Exhibit 4Exhibit 6 | $$ | Exhibit 4Exhibit 6 | $$ |  |  |  |
| 7. | Determine that the purpose of transfers has been documented. |  |  |  |
| 8. | Determine that nonspendable fund equity amounts have been established for advances to other funds. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Initials | Page Ref. | Comments |
| **Intergovernmental Receivables** |
| 1. | Determine that all material intergovernmental receivables are disclosed for governmental activities by individual type of revenue.Immaterial revenue amounts can be listed as other revenue. However, if there is only one type of receivables identify the revenue. |  |  |  |
| 2. | Determine that the governmental activities intergovernmental receivables balance ties to the amount on Exhibit 3. |  |  |  |
| 3. | Determine that all material intergovernmental receivables are disclosed for business-type activities by individual type of revenue.Immaterial revenue amounts can be listed as other revenue. However, if there is only one type of receivables identify the revenue. |  |  |  |
| 4. | Determine that the business-type activities intergovernmental receivables balance ties to the amount on Exhibit 5. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Loans Receivable** | Initials | Page Ref. | Comments |
| 1. | Determine if the county has loaned money to any outside entities. |  |  |  |
| 2. | Disclose the date of the loan, interest rate, maturity date and balance payable of loans to outside entities. |  |  |  |
| 3. | Determine that the loans receivable balance ties to Exhibit 1 and 3. |  |  |  |
| 4. | Determine if corresponding debt related to a loans receivable has been included in long-term debt. (CDBG loans which the county is to repay to MDA) |  |  |  |
| 5. | Determine if any additional information would be relevant and useful for full disclosure. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Initials | Page Ref. | Comments |
| **Capital Assets** |
| **Governmental Activities** |
| 1. | Determine all terminology is relevant. Delete any class of assets not used. |  |  |  |
| 2. | October 1 capital assets balance ties to prior year capital asset ending balances.October 1 accumulated depreciation balances ties to prior year accumulated depreciation ending balances. |  |  |  |
| 3. | Determine that adjustments made to the capital assets are adequately explained in the note disclosure.  |  |  |  |
| 4. | The September 30 balance, capital assets, net ties to capital asset amounts on Exhibit 1 and 3-1. |  |  |  |
| 5. | Additions to leased property under capital leases should tie to the additions to the long-term debt for capital leases. If the additions do not tie, due to a down payment, trade-in or other reason, document the reason for the difference.  |  |  |  |
| 6. | Assets moved between asset categories due to reclassification should be shown as an adjustment. (Paid out leased property under capital lease, assets moved to correct prior year errors or assets moved from construction in progress) The corresponding accumulated depreciation at October 1 for these assets should be shown as an adjustment to accumulated depreciation. The current year depreciation expense should be shown as an addition to accumulated depreciation. |  |  |  |
| **Business-type Activities** |  |  |  |
| 7. | Determine all terminology is relevant. Delete any class of assets not used. |  |  |  |
| 8. | October 1 capital assets balances ties to prior year capital asset ending balances. October 1 accumulated depreciation balances ties to prior year accumulated depreciation balances. |  |  |  |
| 9. | Determine that adjustments made to the capital assets are adequately explained in the note disclosure. |  |  |  |
| 10. | The addition amounts ties to acquisition and construction of capital assets amount on Exhibit 7. |  |  |  |
| 11. | The September 30 balance, capital assets, net ties to capital assets amounts on Exhibit 1 and 5. |  |  |  |
| 12. | The additions to accumulated depreciation ties to depreciation expense on Exhibit 6. |  |  |  |
| 13. | Additions to leased property under capital leases should tie to the additions to the long-term debt for capital leases. If the additions do not tie, due to a down payment, trade-in or other reason, document the reason for the difference.  |  |  |  |
| 14. | Assets moved from categories due to reclassification should be shown as an adjustment. (Such as, assets moved from leased property under capital lease) The corresponding accumulated depreciation should be shown as an adjustment. |  |  |  |
| 15. | Insert a capital asset schedule for discretely presented component units, if applicable. |  |  |  |
| 16. | Report the amount of depreciation expense charged to the functional activity (general government, public safety, etc.). |  |  |  |
| 17. | Commitments – Determine that any significant long-term commitment is described, along with the remaining financial commitment and expected date of completion. Consider the significance of remaining cost to be charged to the construction in progress accounts. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Deferred outflows/inflows of resources** | Initials | Page Ref. | Comments |
| 1. | Determine if an amount reported for a component of net position (i.e., net investment in capital assets, restricted, or unrestricted) is significantly affected by a transaction that resulted in the recognition of a deferred outflow of resources or deferred inflow of resources, and the difference between the deferred outflow of resources or deferred inflow of resources and the related asset or liability is significant, is an explanation of that effect on net position provided in the notes to the financial statements? |   |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Initials | Page Ref. | Comments |
| **Claims and Judgments** |
| 1. | Determine the need for disclosure and if a liability should be booked in the financial statements. A liability should be booked if both of the following 2 conditions are met:1. Information available before the financial statements are issued indicates that it is probable that an asset had been impaired or a liability had been incurred at the date of the financial statements.
2. The amount of the loss can be reasonably estimated.
 |   |  |  |
| 2. | Determine if a disclosure is needed for any of the following:Worker compensationEmployee health and accident coverage MS Public Entity Employee Benefit Trust or a  risk pool.Tort liabilityAny other liability  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Initials | Page Ref. | Comments |
| **Leases in Statements of Lessees** |
| **General Disclosures:** |
| 1. | Has the nature and extent of leasing transactions with related parties been disclosed? |  |  |  |
| 2. | Has a general description of the governmental unit’s leasing arrangements been disclosed, including but not limited to, the basis on which contingent rental payments are determined, the existence and terms of renewal or purchase options and escalation clauses, and restrictions imposed by lease agreements such as those concerning additional debt and further leasing?  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Operating Leases** | Initials | Page Ref. | Comments |
| 1. | Determine that disclosure of the following has been made for operating leases having initial or remaining noncancelable lease terms in excess of one year:1. Future minimum rental payments for each of the five subsequent fiscal years and in five-year increments thereafter?
2. The total amount of minimum rentals to be received in the future under noncancelable subleases as of the latest financial statements presented?
 |  |  |  |
| 2. | Determine that disclosure has been made of rental expense/expenditure for each period for which an operating statement is presented, with separate amounts for minimum rentals, contingent rentals, and sublease rental income? (NOTE: Rental payments under leases with terms of one month or less that were not renewed need not be included.) |  |  |  |
| 3. | Determine that annual requirements information is supported by permanent file documentation and by a workpaper recapping the annual requirements for the next 5 years and then in 5 year increments thereafter.  |  |  |  |
| 4. | Determine that total rentals information is supported by permanent file documentation. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Initials | Page Ref. | Comments |
| **Capital Leases** |
| **As Lessor** |
| 1. | Determine that all terminology is relevant. |  |  |  |
| 2. | Determine the classes of property amounts agrees with the county’s original cost of the asset. |  |  |  |
| 3. | Determine that annual requirements information is supported by permanent file documentation and by a workpaper recapping the principal and interest requirements for the next 5 years and then in 5 year increments thereafter |  |  |  |
| 4. | Determine that the principal portion of the present value of the net minimum lease receivables is shown as deferred revenue liability on Exhibit 3. |  |  |  |
| 5. | Determine that the interest portion of the present value of the net minimum lease receivables is shown as deferred revenue liability on Exhibit 3 and on Exhibit 1. |  |  |  |
| 6. | Determine that the amount of rentals received from the lease is appropriately shown on Exhibit 4 as lease principal payments. |  |  |  |
| **As Lessee:** |  |  |  |
| 7. | Determine that the following are disclosed in the notes: 1. The gross amount of assets recorded under capital leases and the accumulated amortization by major classes according to nature or function.
2. The lease obligations classified as current and long-term.
3. Amortization expense, unless it is included in depreciation expense and that fact has been disclosed.
4. Total contingent rentals actually incurred.
5. Future minimum lease payments as of the statement of net position date in the aggregate and for each of the five subsequent fiscal years and in five-year increments thereafter.
6. Minimum sublease rentals to be received in the future under noncancelable subleases.
 |  |  |  |
| 8. | Determine that leased property under capital lease amounts ties to the capital asset note disclosure amount for leased property under capital lease. |  |  |  |
| 9. | Determine that annual requirements information is supported by permanent file documentation and by a workpaper recapping the principal and interest requirements for the next 5 years and then in 5 year increments thereafter. |  |  |  |
| 10. | Determine that the total principal amounts tie to long-term debt note amounts for (1) schedule of debt outstanding for capital leases and (2) the summary of changes in long-term liabilities and obligations. |  |  |  |
| **Sale-leaseback transactions (if applicable):** |  |  |  |
| 1. | Determine the following is disclosed:1. A description of the terms of the transactions, including future commitments, obligations, provisions, or circumstances that require or result in continuing involvement of the seller-lessee.
2. If transactions were accounted for by the deposit method or as a financing, are the total minimum sublease rentals, if any, to be received in the future under noncancelable subleases disclosed in the aggregate and for each of the five succeeding years.
 |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Short-term Debt** | Initials | Page Ref. | Comments |
| 1. | Determine that all short-term debt activity for the year has been summarized. This summary schedule should include any short-term debt activity during the year even if debt is no longer outstanding at September 30. |  |  |  |
| 2. | Determine that the amount of short-term debt outstanding agree with Exhibit 1 and 3. |  |  |  |
| 3. | Determine that the interest rate, maturity date and purpose of the debt is disclosed. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Other Postemployment Benefits** | Initials | Page Ref. | Comments |
| 1. | Determine that all required disclosures are made for other postemployment benefits as specified in GASB 45. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Long-term Debt** | Initials | Page Ref. | Comments |
| The following applies to both governmental activities and business-type activities, unless noted. |
| 1. | Determine that individual listings of long-term debt obligations are correctly classified by debt type and are supported by permanent file workpapers.Verify any changes in the interest rate or final maturity date from the prior year report and note the reason for the change.Interest rates should be the rates in effect from the year end date through the remainder of the debt issue. |  |  |  |
|  | Determine that debt listed in the prior year as a subsequent event has been added as debt in the current year. If not, explain why. |  |  |  |
| 2. | Determine that annual requirements information is supported by permanent file documentation and by a workpaper recapping the principal and interest requirements for the next 5 years and then in 5 year increments thereafter. |  |  |  |
| 3. | Determine the county has not exceeded its debt limitation requirements. Edit the Legal Debt Margin disclosure for the percentage of outstanding debt to the assessed value of county taxable property, using the latest property assessments. |  |  |  |
| 4. | Determine if any debt issues have been refunded or defeased. Disclose the reason for the refunding and the amount of defeased bonds outstanding from prior years’ defeasance of debt. |  |  |  |
| 5. | Summary of changes in long-term liabilities and obligations schedule*Governmental Activities*Determine that October 1 balances tie to prior year long-term debt note ending balances. |  |  |  |
| 6. | Determine that debt obligations issued during the year are reported on Exhibit 4 as either “long-term capital debt issued” or “long-term non-capital debt issued” under other financing sources (uses). |  |  |  |
|  | Additions to debt obligationsGeneral obligation bondsLimited obligation bondsSpecial assessment debtEquipment notesCapital leasesOther loans Total per Exhibit 4: | $$ |  |  |  |
| 7. | Determine that debt obligation reductions during the year are reported on Exhibit 4 as debt service principal amount. |  |  |  |
|  | Reductions to debt obligationsGeneral obligation bondsLimited obligation bondsSpecial assessment debtEquipment notesCapital leasesOther loans Total per Exhibit 4 | $$ |  |  |  |  |
| 8. | Determine that the September 30 balances for the individual types of debt ties to the individual listing of debt obligations (number 1 above). |  |  |  |
| 9. | Determine that the September 30 balances for the individual types of debt ties to the annual debt service requirements for debt obligations (number 2 above) |  |  |  |
| 10. | Determine that the amounts due within one year agrees to the amount per the annual debt service requirements disclosure. |  |  |  |
| 11. | Determine that the September 30 balances ties to Exhibit 1 amounts  |  |  |  |
|  | Due within one year Capital related debt Non-capital related debtDue in more than one year Capital related debt Non-capital related debtTotal | $$$$$ |  |  |
| **Business-type activities** |  |  |  |
| 12. | Determine that October 1 balances tie to the prior year long-term debt note ending balance. |  |  |  |
| 13. | Determine that debt obligations issued during the year are reported on Exhibit 7 as “proceeds of long-term debt” as either (1) cash flows from noncapital financing activities or (2) cash flows from capital and related financing activities. |  |  |  |
|  | Additions to debt obligations:General obligation bondsLimited obligation bondsSpecial assessment debtEquipment notesCapital leasesOther loans Total per Exhibit 7 | $$ |  |  |  |
| 14. | Determine that debt obligations reductions tie to Exhibit 7 principal paid on long-term debt or principal paid on short-term debt as either (1) cash flows from noncapital financing activities or (2) cash flows from capital and related financing activities. |  |  |  |
|  | Reductions to debt obligationsGeneral obligation bondsLimited obligation bondsEquipment notesCapital leasesOther loans Total Exhibit 7 | $$ |  |  |  |
| 15. | Determine that the September 30 balances for the individual types of debt ties to the individual listing of debt obligations (number 1 above). |  |  |  |
| 16. | Determine that the September 30 balances for the individual types of debt ties to the annual debt service requirements for debt obligations (number 2 above) |  |  |  |
| 17. | Determine that the amounts due within one year agrees to the amount per the annual debt service requirements disclosure. |  |  |  |
| 18. | Determine that the September 30 balances ties to Exhibit 1 amounts |  |  |  |
|  | Due within one year Capital related debt Non-capital related debtDue in more than one year Capital related debt Non-capital related debtTotal | $$$$$ |  |  |  |
| 19. | Determine that the September 30 balances ties to Exhibit 5 liability amounts. |  |  |  |
| 20. | Determine that federal funds that will be paid back to the state or federal government are reported as proceeds of other debt-federal programs, rather than as federal revenue. |  |  |  |
| 21. | For new capital lease obligations, determine that a corresponding expenditure, coded to the appropriate expenditure account (administrative, public works, etc.) is recorded to offset the obligation proceeds shown in other financing sources on Exhibit 4 and 7. |  |  |  |
| 22. | Ensure that all required disclosures are made for pledged revenues associated with debt issues, in accordance with GASB 48, if applicable. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Initials | Page Ref. | Comments |
| **Deficit Fund Balances of Individual Funds** |
| 1. | Determine that all funds with a deficit fund balance or deficit net position are disclosed by individual fund names. |  |  |  |
| 2. | Determine that amounts listed tie to amounts reported on Exhibit 3 and Exhibit 5 for General Fund and major funds. |  |  |  |
| 3. | Consider whether deficit fund balances are the result of expenditures/payables for which a corresponding receivable should be recorded. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Initials | Page Ref. | Comments |
| **Contingencies** |
| 1. | Disclose any material instances of noncompliance with a federal grant.  |  |  |  |
| 2. | Disclose any litigation pending or outstanding at year-end. |  |  |  |
| 3. | Disclose any general obligation debt contingencies and the amount outstanding at year-end. |  |  |  |
| 4. | Disclose any hospital revenue bonds (note) contingencies and the amount outstanding at year-end.  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Initials | Page Ref. | Comments |
| **No Commitment Debt** |
| 1. | Determine that all terminology is relevant. |  |  |  |
| 2. | Determine that all no commitment debt is disclosed along with the amount outstanding at year-end. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Initials | Page Ref. | Comments |
| **Segment Information for Enterprise Funds** |
| 1. | Determine that note is used when there are 2 or more enterprise funds. |  |  |  |
| 2. | Determine that the purpose of the enterprise funds is disclosed. |  |  |  |
| 3. | Determine that the information reported ties to the combined totals reported on Exhibits 5, 6, and 7. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Initials | Page Ref. | Comments |
| **Related Organizations** |
| 1. | Disclose any related organizations. A related organization is an organization for which the county, as primary government, is not financially accountable because it does not impose will or have a financial benefit or burden relationship, even though the county appoints a voting majority of the organization’s governing board. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Initials | Page Ref. | Comments |
| **Joint Ventures** |
| 1. | Disclose any joint ventures. A joint venture is a legal entity or other organization that results from a contractual agreement and that is owed, operated or governed by two or more participants as a separate and specific activity subject to joint control, in which the participants retain (a) an ongoing financial interest or (b) an ongoing financial responsibility. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Jointly Governed Organizations** | Initials | Page Ref. | Comments |
| 1. | Disclose any jointly governed organizations. A jointly governed organization is a regional government or other multigovernmental arrangement that is governed by representatives from each of the governments that create the organization, but that is not a joint venture because the participants do not retain an ongoing financial interest or responsibility. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Initials | Page Ref. | Comments |
| **Defined Benefit Pension Plan** |
| 1. | Determine that the county’s contributions of state retirement (employer’s share only) to PERS for the current year is reported and is supported by workpaper. |  |  |  |
| 2. | Determine that the county’s contributions of state retirement for the 2 previous years agrees with amounts in the prior year’s report. If amounts are different than reported in the prior year report, then explain the reason for the differences. |  |  |  |
| 3. | Determine that the County’s reported pension liability at September 30th ties to EX 1 Total net pension liability.  |  |  |  |
| 4. | Ensure that the County’s proportionate share at June 30th of the current FY ties to the employer allocation percentage found in the PER’s auditor report. |  |  |  |
| 5. | Ensure that the County’s proportionate share at June 30th of the prior FY ties to the employer allocation percentage found in the PER’s auditor report. |  |  |  |
| 6. | Determine that the County’s reported pension expense at September 30th of the current FY ties to EX 2. If there are proprietary funds, the total pension expense would be the sum of governmental pension expense on EX 2 and the business-type pension expense reported on EX 6. |  |  |  |
| 7. | Ensure that all amounts listed in the Deferred Outflows/Inflows of Resources table are supported by backup work papers. |  |  |  |
| 8. | Ensure that the amounts listed in the schedule for Sensitivity to the County’s Proportionate Share of the Net Pension Liability to Changes in the Discount Rate is supported by backup work paper. |  |  |  |
|  | Initials | Page Ref. | Comments |
| **Subsequent Events** |
| 1. | Determine that the appropriate disclosure of subsequent events is made of any events occurring from the fiscal year end date through the date of the audit report. |  |  |  |
| **Going Concern** | Initials | Page Ref. | Comments |
| 1. | If there is substantial doubt about the county’s ability to continue as a going concern for 12-15 months beyond the financial statement date, ensure the appropriate disclosures are made, in accordance with GASB 56 (and AU-C 570.13). |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Initials | Page Ref. | Comments |
| **Pollution Remediation Obligations** |
| 1. | Ensure that all required disclosures are made for pollution remediation obligations, in accordance with GASB 49, if applicable. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Initials | Page Ref. | Comments |
| **Extraordinary Items and/or Special items** |
| 1. | Determine that any extraordinary items or special items are adequately disclosed. The occurrence of these items will be rare. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Initials | Page Ref. | Comments |
| **General Note Disclosure Reminders** |
| 1. | Foot and crossfoot all notes. Indicate tick-marks on notes. |  |  |  |
| 2. | Cross-reference amounts in the notes to the related workpapers. |  |  |  |
| 3. | If any notes have been deleted then the remaining notes have been renumbered.  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Initials | Page Ref. | Comments |
| **Required Supplemental Information** |
| **Budgetary Comparison Schedule** |
| 1. | The budgetary comparison schedule should be completed for the General Fund and each major special revenue fund. |  |  |  |
| 2. | Determine that the budgeted amounts reported tie to a copy of the approved original budget and the final approved amended budget as filed in the workpapers. |  |  |  |
| 3. | Determine that the actual amounts reported tie to the cash combinations and transaction worksheets. |  |  |  |
| **Budget/GAAP Reconciliation** |
| 1. | Determine that note is relevant. Note will be deleted if budget qualification exists. |  |  |  |
| 2. | Determine that excess of revenues and other sources over (under) expenditures budget (cash) basis ties with corresponding actual figure in the budgetary comparison schedule. |  |  |  |
| 3. | Determine that excess of revenues and other sources over (under) expenditures GAAP basis ties to net changes in fund balances on Exhibit 4. |  |  |  |
| 4. | Determine that all necessary reconciling items are included in note.  |  |  |  |
| **Excess of Actual Expenditures Over Budget in Individual Funds** |
| 1. | Determine that all funds with an excess of actual expenditures over budgeted expenditures are listed in the correct fund category and in the correct amount. Since this is a legal compliance requirement, consider a state legal compliance finding for funds in violation. |  |  |  |
| **Unbudgeted Funds** |
| 1. | Determine that any unbudgeted fund are reported by individual fund name. Since this is a legal compliance requirement, consider a state legal compliance finding for funds in violation. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Initials | Page Ref. | Comments |
| **Required Supplemental Information** |
| **Schedule of Funding Progress – Other Postemployment Benefits** |
| 1. | Determine that the Schedule of Funding Progress – Other Postemployment Benefits is completed when the county has an OPEB plan.  |  |  |  |
| **Schedule of the County’s Proportionate Share of the Net Pension Liability** |
| 1. | Determine that the Schedule of the County’s Proportionate Share of the Net Pension Liability is completed. |  |  |  |
| **Schedule of County Contributions** |
| 1. | Determine that the Schedule of County Contributions is completed. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Supplemental Information** | Initials | Page Ref. | Comments |
| **Schedule of Expenditures of Federal Awards** |
| 1. | Determine that the schedule includes all federal expenditures. |  |  |  |
| 2. | Determine that federal awards are listed in CFDA number order. Identify major programs with an asterisk. |  |  |  |
| 3. | Determine that accompanying notes are complete. Note A will always be needed. |  |  |  |
| 4. | Complete the data collection form online. The federal awards should be listed in the same order as on the schedule of expenditures of federal awards. |  |  |  |
| 5. | Ensure in the audit documentation that the SEFA includes the specific conclusion that the SEFA is fairly stated in relation to the financial statements taken as a whole. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Reconciliation of Operating Costs of Solid Waste** | Initials | Page Ref. | Comments |
| 1. | Determine that the reconciliation is prepared when applicable. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Special Reports** |  |  |  |
| A. | Report on internal control over financial reporting and on compliance and other matters based on an audit of the financial statements performed in accordance with Government Auditing Standards. |  |  |  |
| B. | Report on compliance with requirements applicable to each major program and internal control over compliance in accordance with OMB circular A-133. |  |  |  |
| C. | Report on central purchasing system, inventory control system and purchase clerk schedules. |  |  |  |
| D. | Limited internal control and compliance review management report. |  |  |  |
|  |  | Initials | Page Ref. | Comments |
| 1. | Determine which special reports will be needed. Reports A, C and D will always be required. Report B is used only if there is a single audit. |  |  |  |
| 2. | Determine that the same date appears on all the special reports. This should also be the date that appears on the opinion report. (Audit Report Date) |  |  |  |
| **Report on internal control and compliance (Report A above).** |
| 1. | Determine that the appropriate qualifications are disclosed. (Will be the same as reported in the opinion report). |  |  |  |
| 2. | Determine that any internal control or compliance findings to be reported are included in the Schedule of Findings and Questioned Costs Section 2.List the applicable finding numbers:Internal Control Finding Numbers Compliance Findings Numbers  |  |  |  |
| 3. | Internal ControlDetermine that the correct paragraph(s) has been selected based on the absence or presence of internal control findings reported.Determine that the finding reference number(s) reported agrees to the Schedule of Findings. |  |  |  |
| 4. | ComplianceDetermine that the correct paragraph(s) has been selected based on the absence or presence of compliance findings reported.Determine that the finding reference number(s) reported agrees to the Schedule of Findings. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Initials | Page Ref. | Comments |
| **Report on Compliance with requirements applicable to each major program (Report B above)** |
| 1. | Determine report is needed. Only applicable if a single audit is required. |  |  |  |
| 2. | Determine that any compliance or internal control findings to be reported are included in the Schedule of Findings and Questioned Costs Section 3.List the applicable finding numbers:Compliance Findings Numbers Internal Control Finding Numbers  |  |  |  |
| 3. | ComplianceDetermine that the correct paragraph(s) has been selected based on the absence or presence of compliance findings reported.Determine that the finding reference number(s) reported agrees to the Schedule of Findings. |  |  |  |
| 4. | Internal ControlDetermine that the correct paragraph(s) has been selected based on the absence or presence of internal control findings reported.Determine that the finding reference number(s) reported agrees to the Schedule of Findings. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Initials | Page Ref. | Comments |
| **Report on Central Purchasing (Report C above)** |
| 1. | Determine that necessary findings are included in this report. |  |  |  |
| 2. | Determine the correct opinion was selected. |  |  |  |
| 3. | Determine that the 3 purchase schedules are completed. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Initials | Page Ref. | Comments |
| **Report on Limited Internal Control and Compliance Review Management Report (Report D above)** |
| 1. | Determine that necessary findings are included in this report.The findings will be state legal compliance findings and internal control findings which are NOT material to the financial statements. Refer to the planning materiality worksheet to determine if the results of a finding are material to the county’s financial statements. The internal control findings will be mainly from the Sheriff’s Office. Finding should not reference Section 7-7-211. |  |  |  |
| 2. | Determine that the correct paragraph is selected based on the instances of noncompliance. |  |  |  |
| 3. | Determine that any exceptions are disclosed, including the official or employees name, amount and disposition of the demand. Note if repayment has been made or that the matter has been turned over to the Investigative Division of the Office of the State Auditor. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Schedule of Findings and Questioned Costs** | Initials | Page Ref. | Comments |
| 1. | Determine that the title is correct. If no single audit, “and questioned costs” should be deleted from the title and it should read “Schedule of Findings and Responses.” |  |  |  |
| 2. | Section 1:Summary of Auditor’s ResultsDetermine that the answers to the questions agree to the audit reports. |  |  |  |
| 3. | Determine that questions 4 through 10 are deleted when there is no single audit. |  |  |  |
| 4. | Section 2 and 3Determine that findings are written and responses are obtained from the official or employee.Findings should be supported by documentation. The official or employee should provide a signed written response. Code section should not be used in internal control findings. For all federal findings, ensure that the specific criteria on which the finding is based (i.e., the Code of Federal Regulations) is included in the finding. |  |  |  |
| 5. | Determine when a single audit finding is required, that a corrective action plan is obtained from the county and is on their letterhead.When a single audit finding is required, the responses will not be included in section 2 or 3, they should be part of the corrective action plan.  |  |  |  |
| 6. | Determine a summary schedule of prior audit findings is obtained when necessary from the county and is on the county’s letterhead.The summary schedule is necessary if there are prior year single audit findings. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Supervisor: Final Audit Review** | Initials | Page Ref. | Comments |
| 1. | Ensure that the Audit Documentation Review Form is completed in Engagement. |  |  |  |