



AUDIT PREPARATION CHECKLIST

ITEM	ADDITIONAL COPY NEEDED FOR AUDIT	READY FOR AUDIT ✓
Annual Financial Reports (for each year of audit) <ul style="list-style-type: none"> • Verify that C4's and C5's tie to Schedules 11 & 12 • Verify that Schedules 04 & 05 tie to C4 & C5's • Verify that Schedule 11 & 12 balance to bank statements • Schedule 9 & 10 (debt schedules/loan docs should tie) 	YES	
Annual Budget (for each year of audit) <ul style="list-style-type: none"> • Copy of ordinance adopting • Copy of budget amendment ordinances (make sure that your amendments have been included in the annual report schedules) 	YES	
Annual Street Report (for each year of audit) <ul style="list-style-type: none"> • Copy of resolution adopting • Copy of affidavit of publication for public hearing 	YES	
Directory of Officials for the audit period <ul style="list-style-type: none"> • including resignations, new appointments, or changes 	YES	
Evidence of Insurance <ul style="list-style-type: none"> • Copy of Policy for review • Copy of Voucher, with payment distribution 	YES	
List of banking institutions <ul style="list-style-type: none"> • Treasurers Cash account • Investments (include all investments such as CD's, Treasury notes, money market accounts, etc.) 	YES	
Monthly Bank Statements - for all institutions (cash and investments) for the audit period	NO	
Minutes of all Council meetings for audit period to the present (ship audit period minutes via email to auditor for review)	NO (email to auditors)	
Organizational Chart for City <ul style="list-style-type: none"> • Changes noted with date 	YES	
Cash receipts <ul style="list-style-type: none"> • Treasurers Receipts • Subsidiary receipts (Utilities, Court, Park & Rec., etc.) 	NO (request if needed)	
Vouchers <ul style="list-style-type: none"> • Original support documentation for all disbursements • Payroll records, including time sheets and adopted salary schedules 	NO (request if needed)	
Warrants/Checks – register <ul style="list-style-type: none"> • showing issue, void, and redemption/clear 	NO (request if needed)	
Interfund Transactions – copies of resolutions for loans <ul style="list-style-type: none"> • Reconcile all Interfund transactions (397's balance to 597's) 	NO (request if needed)	
Grant/Loan/Contracts & Agreements –Do you need a Single Audit? <ul style="list-style-type: none"> • Copy of Federal Annual financial reports 	NO	
Financial Policies and Procedures – <ul style="list-style-type: none"> • Internal Control or Monitoring Procedures in place? 	NO	