

CITY _____

June 30, 201__ or the __ Months Ended _____

FUND BALANCE

PROCEDURE	DONE BY	W/P REF	N/A	REMARKS
Procedures: <ol style="list-style-type: none"> A. Determine the City is using fund accounting and each fund is properly classified in accordance with the City Finance Committee's recommended Uniform Chart of Accounts (COA). B. Determine and document the financial information provided to the City Council monthly. Ensure the information provided includes, at a minimum: <ol style="list-style-type: none"> 1. A City Clerk's report showing receipts, disbursements, transfers and balances for each fund. 2. Comparison of actual disbursements to budget by function. C. For Enterprise Funds with deficit balances, determine if there is a net earnings violation (book transfers are made to sinking accounts per the bond/note resolution, but if the operating accounts are in a deficit position, the sinking accounts are not backed by cash) and comment if appropriate. D. Determine if deficits exist in other funds and comment, if appropriate. E. Determine projects are appropriately accounted for in separate capital projects accounts. F. Examine journal entries and other adjustments made directly to the general ledger. <ol style="list-style-type: none"> 1. Select specific journal entries and determine whether: <ol style="list-style-type: none"> a. The journal entries are reasonable and are supported. b. The journal entries are approved by an independent person and there is documented evidence of the approval. G. For the Annual Financial Report (AFR) for the year ended June 30 falling in the period covered by the examination: <ol style="list-style-type: none"> 1. Compare the AFR to the City's general ledger to determine whether amounts agree. <ol style="list-style-type: none"> a. Beginning and ending fund balances were reported accurately. b. RUT transactions were reported accurately in a Special Revenue Fund. c. Total receipts and disbursements agreed with City records. d. Judgmentally select 3 receipt line items and 3 disbursement line items from the detail pages to determine if these are supported by the City's records. 				

FUND BALANCE2