

**ABC
Academy**

Audit

Preparation

Instructions

Audit Preparation Instructions

For Year Under Audit

ABC Academy

General Conference Auditing Service

ABC Academy

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Student Financial Information
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Step # 1

Place a list of the
Academy Board/Committee Members
in the empty vinyl.

Step # 2

Place copies of the
Minutes of all Boards and Committees
in the empty vinyl.

Include **Copies of Minutes** subsequent
to **year end and up to today=s date.**

Step # 3

Place a copy of the
**Approved Academy Budget for the year
of audit and subsequent year**
in the empty vinyl.

Step # 4

Place a copy of the
June 30 Financial Statements
and subsequent year financial
statements
in the empty vinyl.

Step # 5

E-mail or provide a CD with
Account Data for the
current year and subsequent year
for **All Funds**.
Include **Payroll Tiles**.

Step # 6

Place a copy of all
June 30 and July 31
Bank Statements
and
Bank Reconciliations
for all funds in the empty vinyl.

Please include any other supporting schedules, such as outstanding deposits and checks, as of year end.

Standard forms to confirm account balance information with financial institution are included.
Complete them and mail it back to us.

Step # 7

Place a copy of all
June 30 Investment
in the empty vinyl.

Please include any documentation supporting investment activity summaries for all funds (interest, additions or deletions).

Step # 8

Place a copy of the
**June 30 Accounts Receivable
Aging Report**
in the empty vinyl.

Step # 9

Place a copy of the
Related Party Balances Reconciliation
in the empty vinyl.

Step # 10

Place a copy of the
Due To/From Reconciliation Schedule
in the empty vinyl.

Step # 11

Place a copy of all
New Notes Receivable Agreements
and
Supporting documentation for
existing Notes Receivables.

Step # 12

Place a copy of all
Inventory Count Sheets
and
Inventory Valuation Schedules
in the empty vinyl.

Step # 13

Place a copy of the
June 30 Prepaid Expense Schedule
in the empty vinyl.

Step # 14

Place a copy of the
Other Assets Activity Schedule
in the empty vinyl.

Step # 15

Place a copy of the
Fixed Assets Schedule
and
Fixed Asset Subsidiary Ledger
in the empty vinyl.

Also include: **Schedule of Additions (and copy of invoices) and Deletions of Fixed Assets, Schedule of Donated Assets, Documentation of Property Insurance Policies.**

Step # 16

Place a copy of the
Accounts Payable Detail Report
and
Vacation Accrual List
Retirement Policy X45 12 Accrual
Payroll Accrual
IBNR Healthcare Accrual
in the empty vinyl.

Step # 17

Place a copy of all
New Lease Contracts
in the empty vinyl.

Please include any supporting documentation.

Step # 18

Place a copy of the
June 30 Notes Payable Schedule
in the empty vinyl.

Please include any supporting documentation.

Step # 19

Place a copy of the
**Temporarily Restricted
Net Assets Schedule**
in the empty vinyl.

Please include any supporting documentation.

Step # 20

Place a copy of the
**Payroll Reconciliation Schedule between
941's*, W-2's*, W-3's* and General
Ledger***
in the empty vinyl.

Also include a copy of your
Parsonage Exclusion Listing
and a copy of the minutes showing the
approval for those eligible for this exclusion.

*Place a copy also.

Step # 21

Place a copy of the
New Employee List
in the empty vinyl.

Step # 22

Place a copy of the
**Documentation for Retirement or
Termination Settlements**
in the empty vinyl.

Step # 23

Place a copy of your
Student Roster
in the empty vinyl.

Step # 24

Place a copy of the
Student Financial Information
in the empty vinyl.

Step #25

Provide us with documentation
on how you calculate
ERI Rates.

Step #26

Place copies of all
Inter-division Travel Requests
in the empty vinyl.