

41st KEEIS Conference - Sample Auditor Checklist

Items Required for Preliminary Audit Procedures

1. List of School Board and Administrative Personnel
2. List of Known Related Parties and Related Party Transactions
3. Minutes from July 1, 2005 to June 1, 2006
4. Other important agreements such as new bond issuances, KISTA leases, other equipment leases
5. Copy of Treasurer's Bond and Bonds of Depository
6. **MUNIS**® - Copy of the budget adopted for the period
7. Copy of letter from KDOE approving the budget
8. Updated schedule of all insurance policies showing the names of companies, types of coverage, including dates of coverage, and total cost per policy (including workers compensation trust)
9. Updated list of outstanding bond indenture with bond issue letters and payment series schedules (if changes)
10. Draft Schedule of Federal Financial Assistance - Preliminary
11. **MUNIS** - Salary schedules for certified & classified employees
12. Form 941 payroll returns for July 05 – March 06

Major Federal Programs Testing

1. Items needed for preliminary testing of school lunch program:
2. **MUNIS** - Year to date grant general ledger/MUNIS project budget reports
3. Approval letter KDOE
4. Income guidelines
5. Verification summary sheet
6. Food stamp verification report
7. Interview with program director
8. **MUNIS** - Cash disbursement journal for testing (MUNIS Report)
9. D-2 reports
10. Any correspondence related to review of the program by KDOE
11. Sample menu
12. USDA agreement letter
13. Bidding list offer
14. Copy of State Matching Fund letter from KDOE

Items needed for preliminary testing of Title I:

1. **MUNIS** - Year to date general ledger/MUNIS project budget reports
2. Grant approval letter
3. Grant proposal
4. Grant amendments
5. Capital expenditure application and letter of approval
6. **MUNIS** - Cash disbursements journal (MUNIS report)
7. Documentation for testing eligibility
8. Interview with grant coordinator
9. Copy of parent notification
10. Copy of documentation of parent involvement
11. Private school participation documentation
12. **MUNIS** - Quarterly reports submitted to KDOE
13. School Wide program description for SEA approval

(see other side)

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General Fund Testing

1. **MUNIS** - Cash disbursements journal (MUNIS report)
2. **MUNIS** - Payroll disbursements journal (MUNIS report)

Issues

1. Any new bond issues planned
2. Any new components (i.e. school board, library, or district)
3. Any litigation
4. Any regulatory actions (federal, state or local)
5. Significant budget pressures
6. Significant decreases in revenues
7. New grants or an increase in funding on existing grants
8. Any sub-recipients for federal or state grant purposes
9. Significant increase in expenditures
10. Problems in meeting debt payments or covenants
11. Significant changes in accounting or finance personnel
12. **MUNIS** - New funds established
13. Changes in processing financial information (new system or software)
14. Politically sensitive issues
15. Factors affecting local economy such as unemployment, etc.

Items Required for Final Audit

1. **MUNIS** - Annual Financial Report
2. **MUNIS** - budget reports for all funds showing receipts and disbursements
3. **MUNIS (part)** - Year end bank statements and reconciliations for all funds and accounts
4. **MUNIS** - List of aged accounts receivable owed to each fund summarized by type
5. **MUNIS** - List of investments by fund at the end of the current year
6. **MUNIS** - List of outstanding encumbrances that were closed out and included in the succeeding budget
7. **MUNIS (part)** - Detail of accounts payable for all funds (Board and activity funds)
8. Schedule of Federal Financial Assistance
9. Summary of monthly tax collections and other receipts
10. **MUNIS** - Summary of Interfund Transfers
11. Information on Food Service Commodities i.e. year end inventory and food service contract
12. **KEEIS** - Calculation of accumulated sick pay
13. Investment statements on trust funds
14. **MUNIS** - Annual Financial Report for KTRS and CERS retirement systems as of June 30, 2003
15. **MUNIS** - Annual accounting of the debt service fund
16. **MUNIS/KEEIS** - Excel financial statements