

**OFFICE OF THE STATE CONTROLLER
STATEWIDE ACCOUNTING DIVISION
Offline Nonmajor Component Unit Package Checklist
FOR JUNE 30, 2011**

AGENCY NO. _____

PHONE _____

AGENCY _____

CONTACT _____

REVIEWED BY: _____ DATE _____

APPROVED BY: _____

CAFR E-PACKAGE FILENAME _____

YEAR-END CLOSE PACKAGE:

- 1 Letter of Certification - Verify proper format including dates and signatures _____
- 2 CAFR Worksheet Index - Verify complete and marked NA appropriately _____
- 3 GASB Stmnts - Verify proper statements filled out according to reporting model
Verify reasonable compared to prior year, and no error messages (in balance) _____
- 4 FASB Stmnts - Verify proper statements filled out according to reporting model
Verify reasonable compared to prior year, and no error messages (in balance) _____
- 5 FASB Adj - Verify complete if applicable and no error messages _____
- 6 CAFR Stmnts - Verify complete and no error messages _____
- 7 Variances - Review for completeness and note for review of w/s 625 _____

PRELIMINARY / FINAL REVIEW

Sign package out/in on Review Log _____

Review prior year package/Return to file cabinet _____

PROBLEMS NOTED AND ACTION TAKEN:

OFFICE OF THE STATE CONTROLLER
2011 CAFR Footnotes & Schedules
Review Checklist -- Offline Nonmajor Component Units

Agency No.: _____ Agency Name: _____

Review the attached CAFR footnote worksheets. Agree the appropriate balances to the offline financial statements.

<u>Page</u>	<u>Specific Worksheets:</u>	<u>Reviewer Check</u>
	Ensure that all worksheets are complete.	_____
	Verify that all missing worksheets are marked NA on the CAFR Worksheets Index	_____
	Ensure that all worksheets correctly foot and cross-foot.	_____
345	Contingencies Ensure that any contingencies \$20 million or greater included on this page are described in the agency's Letter of Certification. Verify that any contingencies \$20 million or greater disclosed in the Letter of Certification is also included on the worksheet. Yes answers must be explained.	_____
355	Subsequent Events/Other Items All yes answers should have an explanation noted.	_____
425	Stewardship, Compliance and Accountability Make sure that the question about material violations has been answered. If yes is checked, make sure that the appropriate narrative worksheet is completed.	_____
430	Fund Equity Restatement If a restatement, verify worksheet is complete with explanation; agree to operating statement.	_____
525	Schedule of Due From/Restricted Due From State of NC Component Units Review the Statement of Net assets for these captions. If there are balances, check schedule for completeness according to the instructions for the threshold or exception for Golden LEAF. Even if there are no balances for these captions, review the spreadsheet from Golden LEAF located under K:\sasd\xxCAFR\xxCAFR Review to determine if Golden LEAF has a Due to amount to this entity for which the entity should have the corresponding Due From. If there is a discrepancy, contact the agency to reconcile with Golden LEAF & possibly resubmit package.	_____
601	Pension Plans-Special Separation Allowance for Retired Law Enforcement Officers If the agency has retired LEO's review the information provided for accuracy and completeness; verify that the number of participants line has been completed.	_____
610	Significant Transactions Between Component Units Check the GoldenLEAF file located in K:\sasd\xxCAFR\xxCAFR Review to verify the Golden LEAF grant amount per the worksheet equals only the 20xx grant award per this file. If significant transactions with other component units are listed, make sure amount meets \$10 million threshold and an adequate description is provided.	_____ _____
615	Foundations Survey Section 1 - Review for completeness	_____
625	Analytical review Review with variances worksheet and make sure explanations are adequate.	_____
Exp & Comm	Explanations, Comments and Suggestions Note any significant explanations & comments about the package or reporting issues and bring to the attention of manager or appropriate note preparer if necessary.	_____