

**TOWN OF CHILMARK, MASSACHUSETTS  
AUDIT ENGAGEMENT CHECKLIST  
JUNE 30, 2013**

**Accountant's Office**

Description	Completed by	Received by (P&S Team Member)
<b>General</b>		
Listing of all suits, settlements or judgments outstanding as of June 30th	<input type="text"/>	<input type="text"/>
Provide a listing of all potential Component Units, joint ventures, jointly governed and related organizations (such as Regional School Districts, Regional Water Boards, Housing Authorities, etc.)	<input type="text"/>	<input type="text"/>
Please have available the following for review: Approved reserve fund transfers; transfers of appropriation; and interfund transfers	<input type="text"/>	<input type="text"/>
Identification of the amount of free cash voted to fund the subsequent year's budget	<input type="text"/>	<input type="text"/>
<b>Federal Grant Awards</b>		
Please provide a listing of all federal funds received during the fiscal year (please include grant name, amount of award, CFDA number, Fund where the grant is accounted for and amounts expended in fiscal year 2013)	<input type="text"/>	<input type="text"/>
<b>Cash</b>		
A reconciliation of cash between the Treasurer's records and the general ledger as of June 30th	<input type="text"/>	<input type="text"/>
A reconciliation of all department controlled cash (ex. petty cash, library cash, school activities) to the general ledger	<input type="text"/>	<input type="text"/>

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Description	Completed by	Received by (P&S Team Member)
<b>Accounts Receivable</b>		
A reconciliation of all accounts receivable balances to the Collector, Treasurer (e.g., Tax Title) and other Departments	<input type="text"/>	<input type="text"/>
A copy of the Commonwealth's report on open Chapter 90 Entitlement balances; and a reconciliation of that report to the Town's records	<input type="text"/>	<input type="text"/>
A listing of all other outstanding entitlement balances as of June 30th (i.e., CDBG, HOME, etc.)	<input type="text"/>	<input type="text"/>
Regarding School Construction Projects, please identify: New projects, approval letter from the Department of Education (identifies reimbursement rate and grant), expenditures incurred to date, recently completed audits of old projects	<input type="text"/>	<input type="text"/>
<b>Other Assets</b>		
Please provide support for all other assets on the Town's balance sheet	<input type="text"/>	<input type="text"/>
<b>Current Liabilities</b>		
Listing of all warrants processed subsequent to June 30th, a copy of the last page of each warrant that identifies the warrant breakdown by fund and a breakdown of the check number sequence for each warrant	<input type="text"/>	<input type="text"/>
Please have available for our review all warrants processed during the audit period and subsequent to fiscal year-end	<input type="text"/>	<input type="text"/>
Calculation of accrued payroll (including teachers' summer pay) and the pay period it relates to. Also, please have the applicable payroll warrant available for our review	<input type="text"/>	<input type="text"/>
Reconciliation of the reserve for abatement account balances to the Assessor	<input type="text"/>	<input type="text"/>
Please provide support for all other current liabilities on the balance sheet	<input type="text"/>	<input type="text"/>

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<u>Description</u>	<u>Completed by</u>	<u>Received by (P&amp;S Team Member)</u>
<b><i>Long-term Liabilities</i></b>		
A Listing of (and copy of) all capital <b><i>and</i></b> operating lease agreements outstanding at the end of the fiscal year	<input type="text"/>	<input type="text"/>

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<b><i>Footnote Disclosures</i></b>		
Provide a listing of all commitments and significant projects the Town has entered into or is planning to enter into	<input type="text"/>	<input type="text"/>
<b><i>Chapter 90 Projects</i></b>		
Listing of all open projects that includes expenditures to date and the total amount of the entitlement	<input type="text"/>	<input type="text"/>
Reconciliation of the Chapter 90 fund balance to the outstanding accounts receivable balance at June 30th. Please include copies of all outstanding requests for reimbursement from the Commonwealth.	<input type="text"/>	<input type="text"/>
<b><i>General Ledger Reports</i></b>		
Prepare the summary trial balance (electronically)	* <input type="text"/>	<input type="text"/>
Prepare the summary revenue and expenditure ledger (electronically)	* <input type="text"/>	<input type="text"/>
Prepare the detailed general ledger (electronically)	* <input type="text"/>	<input type="text"/>

\* Please contact us if you have questions related to this request.