

	<p style="text-align: center;">Revised for 2007 List of Information Needed by Auditors to Complete Audit Engagement</p>	<p style="text-align: center;">Purpose of Information</p>
1	<p>Documentation supporting foundations that will be discretely reported in GAAP financial statements. This will include decision matrix on why foundation was included or excluded. Also, for foundations that are included we will need financial statements converted to GASB format and pertinent note disclosures per Ron Stark's instructions. Also, please provide us with contact information for auditors who prepared Foundations' financial statements.</p>	GASB 39 requirements for presentation
2	Copies of all Internal Audit Reports from Regents' internal audit staff and the school's internal audit staff	For auditor's review to determine if other auditors work can be utilized
3	Copies of any external audit reports	For auditor's review to determine if other auditors work can be utilized
4	Paid Invoice related to surety bond coverage	GASB note disclosure
5	Documentation related to any contingent liabilities, subsequent events, fraud, irregularities or illegal acts	GASB note disclosure
6	Listing of all depositories, including banks from which temporary investments were purchased	GASB note disclosure and auditors' analytical work
7	Summary Schedule of cash balances at June 30th by fund and depository	GASB note disclosure and cash testing procedures
8	Collateralization Inquiry Forms	GASB note disclosure
9	Bank statements, bank reconciliations, outstanding check lists, deposits in transit, etc. for June for all accounts	For auditors testing and analytical procedures for cash verification
10	Procedures and listing of all NSF checks. Policy/Procedure and listing for all Unclaimed Property.	For auditors testing and analytical procedures for cash verification
11	Listing of Petty Cash @ 6/30 and documentation of petty cash counts for all material balances	For auditors testing and analytical procedures for cash verification
12	Listing of all investment activity by fund during the year showing beginning balances, purchases, redemptions, and ending balances	For auditors testing and analytical procedures for investment verification
13	Investment and Registration Inquiry Forms	GASB note disclosure
14	Documentation of Fair Market Value of Investments at 6/30	GASB note disclosure and GAAP presentation
15	Provide copies of Investment Portfolio accounts or other statements of account for investments held by trustee	For auditors testing and analytical procedures for investment verification
16	Provided documentation for any investments that are valued at Amortized Cost instead of fair value in accordance with GASB 31 paragraph 9	GASB note disclosure and GAAP presentation
17	Copies of any repurchase agreements or reverse repurchase agreements.	GASB note disclosure
18	Listing of any derivatives held during the year under review	GASB note disclosure
19	Documentation for any securities lending transactions.	GASB note disclosure
20	Listing of Inventories @ 6/30 (supply and resale inventories)	GASB note disclosure and auditors' tests verifying validity of balance sheet accounts
21	Documentation for physical inventory counts @ year end	Auditors' testing verification procedures for evidential matter

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22	Have available purchases and sales information (adjusted for mark-up) for auditor's reasonableness test on inventories for resale.	Auditors' testing verification procedures for evidential matter
23	Quarterly computation supporting supply inventory reserve at 6/30	Budget basis information for reserves
24	Listing of accounts receivable @ 6/30 by fund and individual subsystem	Auditors' testing verification procedures for validity of account balances
25	Documentation for Scholarship Discounts and Allowances reflected in the Institution's financial statements	GAAP entry
26	Fee Wavier supporting documentation	Information to support accuracy of Scholarship Discount and Allowance computation
27	Aging Analysis of Accounts Receivable	Testing validity of outstanding accounts receivable
28	Detailed Information on accounts receivable that were written off during the year.	This was the first year that the new law went into effect that would allow Regents institutions to write-off A/R up to \$3000. We will need this analysis to verify validity of write-off's and prepare proper surplus analysis.
29	Listing of Uncollectible Accounts Receivable. These should support the balance reported in the Allowance for Doubtful Accounts.	Testing for appropriate allowance for doubtful accounts entry
30	Listing of Student Notes Receivable @ 6/30 and supporting documentation	Testing validity of outstanding student notes receivable
31	Listing of Uncollectible Student Notes Receivable at 6/30	Testing for appropriateness of uncollectible student's receivable
32	Ability to obtain detail of all revenues transactions for the year for sample if necessary	Audit testing of account balance to support conclusion on financial statements
33	Capital Ledger	Capital asset testing by auditors
34	Capital Asset Listing @ 6/30 (detailed listings by type of asset as requested by auditor)	GASB note disclosures and for auditors tests of account balances
35	Library Depreciation Schedule	GAAP entry and note disclosures
36	Supporting Documentation for Construction in Progress. Per Regents instructions, new construction projects are to be added to capital assets when "certified for occupancy." For MRRF projects, starting in fiscal year ending June 30, 2004 projects that cross over years are to be carried as Construction in Progress until project is complete. This is a deviation from past practice where no Construction in Progress was recorded for State reimbursed projects.	GAAP entry and note disclosures
37	Listing of Current Year Capital Asset additions, deletions, and retirements	Auditors' testing of activity and note disclosure
38	Detail of Current Year Depreciation Expense	GAAP entry and auditors tests for accuracy of calculation
39	GSFIC project information for projects completed and transferred during year under review. (See #36 above).	GAAP entry
40	Listing of operating leases and lease activity that comprises information used for note disclosure	GASB note disclosures
41	Listing of capital leases and lease activity including beginning balances, additions, deductions and ending balances. Short and long term debt portions.	GASB note disclosures and GAAP entries
42	Reconciliation of Salaries, Travel and Per Diem and Fees from Continuous Audit Web-Portal Submissions to general ledger activity	Auditor's supplemental schedules in report and used for verification of expense account accuracy
43	Plant Suspense Budget and CY Activity	For auditor's tests of accuracy of allocation of plant charges

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44	List of Accounts Payable by Fund and Vendor	Test validity of Balance sheet account
45	List of Outstanding P.O.'s/Encumbrances (aged by year created)	Budget basis procedures to determine validity of encumbrances and affects on surplus
46	Provide a detail of prior year encumbrances and accounts payable activity, including cancellations, write-offs and reissues.	Needed by auditors for Budget basis analysis of Resident Instruction Fund, Unexpended Plant Fund, Restricted Fund, Other Organized Activities and Lottery funds
47	List of Contracts Payable and Retainages Payable	GAAP entry
48	List of Unrecorded Construction Commitments. This would normally be construction contract balances that have not been earned at year-end and have not been recorded as Contracts or Retainages Payable. These amounts are probably encumbered.	Needed for required note disclosure for significant commitments
49	Ability to obtain detail of all expense transactions for the year if requested by auditor to perform sampling procedures	Audit testing of account balance to support conclusion on financial statements
50	Copy of P card procedures and a listing of authorized users along with their authorized spending limits	Needed for auditors testing on P card expenditures
51	List of Unearned Tuition and Fees. (If a portion of this deferred balance relates to fall registration and is supported by an Accounts Receivable instead of cash actually received, this amount needs to be identified separately by the school)	For auditor's verification of deferred revenue reported on financial statements. The portion for fall registration may have to be removed with GAAP entry if supported by a receivable.
52	Listing of all Prepaid Items	For auditor's verification of prepaid items reported on financial statements
53	Earnings History and Compensation Summary for College/University President	Significant salary item testing
54	Employer and Employee Contributions for ERS, TRS, Regent's Retirement Plan, Georgia Defined Contribution Plan, Executive Deferred Compensation Plan	Used to Verify accuracy of school's required note disclosure
55	Documentation for all post employment benefits paid by the institution (life insurance and health insurance) including amounts and number of individuals	Used to Verify accuracy of school's required note disclosure
56	Documentation for any OnBehalf Payments for salaries and fringe benefits	Used to Verify accuracy of school's required note disclosure
57	Detail of Health and Dental contributions by source (employer, employee, retirees, cobra)	For GAAP elimination entries that Audit Department makes for CAFR purposes
58	Listing of Salaries Payable by fund	For auditor to determine validity of balance sheet account to support opinion on financial statements
59	Listing of Payroll Withholdings and Accrued Employer costs	For auditor to determine validity of balance sheet account to support opinion on financial statements
60	Compensated Absences Listing including beginning balance, earned, used and ending balance	GASB note disclosure and GAAP entry
61	Listing of Compensatory Leave, if applicable	Auditors verification
62	Ability to provide detailed listing of salaries if requested by auditor for sampling purposes	For audits, this may be needed to perform sample of salaries for evidential matter
63	Documentation for any Fund Balance Reserves, Designations, etc.	Budget Basis reserves for ROSA reporting
64	Documentation for PY refund to Regents for surplus	Budget Basis reporting

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65	Documentation for mandatory transfers from Restricted Fund to Endowments	Budget Basis reporting
66	Restricted fund activity on a project by project basis. This should include beginning balance (by project), additions and deductions (by project) and ending balance (by project).	Needed for analysis of project activity to verify that project activity is charged properly and preparation of Schedule of Federal Financial Assistance
67	Detail of activity for Loan and Endowment Funds (beginning balance, additions, deductions, ending balance). Also identify endowments by Regular, Term, or Quasi Endowment	Needed for auditors to test activity by project and make appropriate disclosures
68	List of all Inter-University or Inter-Agency Transactions.	GAAP elimination entries
69	Detail of Cash Receipts and Cash Disbursements for Agency Funds	For analysis of agency fund activity to validate accuracy of accounts
70	Hope Scholarship Reconciliation	Testing of Hope fund receipts and disbursements
71	Schedule of Federal Financial Assistance. Contract overhead activity is normally considered a cost of the Federal Grant and should be included as expenses for the Federal project on the Schedule of Federal Financial Assistance.	Required for Statewide Single Audit reporting
72	If any school(s) did not properly close the general ledger at 6/30/PY and the balances that rolled forward to current fiscal year were different from the numbers that the auditors used to pull prior year end financial activity, the school is responsible for reconciling any differences and should provide this to the auditors at the beginning of the engagement.	Required to reconcile current fiscal year beginning balances to prior year ending balances.
73	Total expenditures for July & August, excluding payroll	
74	GRA Bond information, Report from GSFIC/Status Report - reimbursement documentation	
75	Lottery expenditures & encumbrances	
76	Tuition & Fees mapping, totals by account	
77--Due in Sept.	Hope Reconciliations & supporting documentation	
78	Payroll Accrual Detail	
79	Year-end JE log and year end journal entries	
80	Physical Plant spreadsheet & detail	
81	Documentation for new agency accounts	
82	Student Activity query	
83	Unexpended Plant Capital Outlay	
84	Detail of Fund 10000, any class subject to surplus, e.g. SEEP, SFI, etc...	
85	Auxiliary SRECNA Detail	
86	Detail of Unclaimed Property	
87	Schedule of new federal projects (SPA)	

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88	Student Related Deferred Revenue documentation (other than SPA deferred revenue)	
89	Adjustments to Net Assets	
90	Prior year audit cover letter & documentation to prove reporting requirements were completed as outlined in the letter.	
91	Agreements for new loan & scholarship accounts	
92--Due Sept 1st	Budget Basis Financial Statements (balance sheet, changes in fund balance, and budget comparison) & all supporting documentation including queries and journal entries	Required for Statewide Reporting
93	ERP Note Documentation	
94	ERP Actuarial Report	
95	Copy of Investment Policy and Guidelines	
96	Detail of Flex Spending Accounts	
97	ERP - Actual Contribution vs. Plan Required Contribution	
98	TBs by fund and by ledger	
99	Detail of Total Deferred Revenue as reported on AFR	
100	Recon of Tuition and Fees, Net per FS to Total Fees on the report for Scholarship Allowance calculation	
	ITEMS COMPLETE	
	ITEMS AVAILABLE ON REQUEST	
	ITEMS AVAILABLE IN ON-LINE FOLDER AND/OR NOTEBOOK	
	ITEMS IN BINDER CLIP	
	NOT APPLICABLE	