

Financial Statements Checklist

Fiscal Year 2021-2022

Items JAC Needs to Complete Financial Statements on Your Behalf

Completed by All JROs:

Declaration of Intent - due June 1st

Operating Leases Workbook - to be determined

Capital Asset Information - due July 15th – please provide:

1. Signed BOMS Totals by FLAIR Asset Class Report from the JRO's BOMS Inventory Module (in Excel Format) or
2. Signed Capital Asset Summary form provided by JAC and completed based on JRO's Asset System (in Excel Format)

Receivables Worksheet - due July 15th

Compensated Absence (Leave Liability) Workbook - due July 20th

1. Signed BOMS Leave Liability Report from the JRO's BOMS Personnel Module or
2. Signed Leave Liability form provided by JAC and completed based on JRO's Employee Hours Information (in Excel Format)

Review of Financial Documents

Prior to Closing of FLAIR - due August 5th

Trial Balance - ran to RDS on July 29th

1. Check inventory and depreciation balances
2. Check compensated absences (leave liability) balances
3. Verify accounts receivable are recorded
4. Look at cash balances on the trust funds

Completed Financial Statement forms - emailed to JRO on July 29th

1. Verify JRO data shown on the forms

Report Review (prepared by JAC)

Schedule of Expenditure of Federal Awards (SEFA) - due September 2nd

Certifications or Representations Completed by All JROs

The following forms need to be **signed by the Agency Head** and returned to JAC:

Consideration of Fraud - due July 6th

Agency Head Certification - due August 15th

Subsequent Events Certification - due October 3rd ← must be dated on or after 9/30

Agency Representations for Annual Comprehensive Financial Report (ACFR) – Nov. 4th ← must be dated on or after 10/31

Agency Representations for Schedule of Expenditures of Federal Awards (SEFA) – Nov. 4th ←

Only completed if receiving federal funds