

End of Year Preparation

Here is a reminder regarding some items to look at before the end of the year to avoid any problems with your year-end audits:

Review grants received through the Ohio Department of Transportation for which the state pays the vendors/contractors directly. These revenues and corresponding expenditures should be recorded on your cash basis books and Budget vs. Actual Statements. Reviewing these grants now gives you time to record the revenues and expenditures and budget for them before year-end and avoid any audit adjustments and/or citations.

Review current and possible year-end budget variances to ensure that expenditures, including encumbrances, are within the appropriations at the legal level of control. Modifications may be necessary before the end of the year to avoid any noncompliance citations from your auditors. Remember that the General Fund should be budgeted at the fund, function, and object level.

Begin preparation for **year-end materials and supplies physical inventory counts** and make certain that proper internal controls have been implemented which include written procedures, count sheets, etc.

There is still time to **review prior year recommendation comments** from your auditors and determine the cost-benefit on implementation of those items and avoid any repeat comments this year.

NOTE:

The State Auditor's office has become less tolerant of audits that are consistently late. If this is noted, the Auditor will mark the entity as unauditale.