

**AUDIT PREPARATION LIST**  
**Items to COPY and have ready for your auditor.**

**BUDGET**

1. Town meeting warrants and minutes for the fiscal year

(annual and any special)

2. Assessor's certificate - all pages

3. Last page of the real estate tax commitment book showing total taxed

4. Last page of the personal property tax commitment book showing total taxed

5. List of revenues used on assessors commitment with amounts

6. Copy of approved abatements.

7. Copy of all supplemental taxes.

**ASSETS**

1. Summary trial balance report by fund that includes beginning balance

debits, credits, ending balance at Fiscal Year End. (FYE)

2. Copy of FYE bank statements for each account with reconciliation

3. Copy of any passbooks with balance at FYE

4. Copy of any CDs with value at FYE (may have to get directly from bank)

5. Statements for any other investments, stocks or bonds as of FYE

6. List of outstanding real estate taxes at FYE by year

(trio users - non zero balance report)

7. List of outstanding personal property taxes at FYE by year

(trio users - non zero balance report)

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8. List of outstanding real estate liens at FYE by year

(trio users - lien breakdown report)

9. List of tax acquired properties at FYE

  

10. List of accounts receivable (any funds not yet received such as FEMA, Homestead, sewer receivable list, ambulance receivable list, NSF list)

  
  

11. List of prepaid expenses at FYE

12. Detail list of all inventory at FYE

13. Detail list of any other assets not included above at FYE

(loans receivable, grants receivable, deferred charges or debits)

14. General assistance report to show receivable at year end

**LIABILITIES**

1. List of accounts payable (bills paid in new year that were spent in prior year)

2. BMV report that covered FYE

3. IFW report that covered FYE

4. Dog license report that covered FYE

5. Plumbing permits due to State at FYE

6. List of accrued compensated absences (what you owe each employee at FYE for vacation, sick, including policies, and by department)

7. List of accrued payroll liabilities at FYE

8. First payroll report of new FY

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9. property tax collections including liens, including first two month of new FY

**REVENUES AND EXPENSES**

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1 .State & federal 941's for fiscal year (FRONT PAGE ONLY)

2. County Tax Bill

3. School assessment (IF MEMBER OF A CSD, SAD or RSU)

4. Summary report of expenses by fund and department at FYE

5. Summary report of revenues by fund and department at FYE

**FIXED ASSETS**

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1. Update List of assets - copy of invoices for any purchases over your GASB 34

threshold. Complete the provided fixed asset addition/disposal sheet

2. List of any fixed assets that have been disposed of and disposal date

3. Pages from insurance policy with vehicles, equipment, buildings etc listed

**MISCELLANEOUS**

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1. Copy of loan documents with amortization schedule

2 .Copy of grant awards, with pertinent information regarding award amount and purpose

3. List of Selectmen/Council

4. List of town credit cards and authorized users (include credit card policy)

5. List of open charge accounts and authorized signers

6. Copy of an issued check

7. Copy of a completed lien certificate for most recent year (taxes & sewer)

