

STATE OF SOUTH CAROLINA
 INVENTORY CLOSING PACKAGE
 REVIEWER CHECKLIST
 FISCAL YEAR _____

2002

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Reviewer's Signature:	
Date Last Review Step Was Completed:	
REVIEW STEP	YES/NO
Is the reviewer of the Inventory Summary Form (GAAP Form 3.6.1) someone other than the person who prepared it?	
Did the preparer and reviewer <i>sign</i> the Inventory Summary Form (not just type or rubber-stamp their names)?	
Did the preparer and reviewer show their titles and telephone numbers?	
Can all amounts reported on the Inventory Summary Form be traced back to official agency accounting records or to working papers?	
Do the completed closing package forms reflect implementation of all changes in closing package instructions for this year, if any, that apply to your agency?	
Are differences between the closing package amounts reported in the current-year and those reported last year either (1) small or (2) explained (as to reasons) in working papers retained for audit purposes?	
Have the Date of Physical Count and Inventory Valuation Method lines been completed?	
Have GAAP fund codes, GAAP fund names, and various other GAAP codes been provided when requested?	
Has all inventory been counted and included in the amounts reported on the Inventory Summary Form?	
<u>SUMMARY OF COMMODITIES SECTION:</u> Does the Value of Beginning Inventory equal the Value of Ending Inventory from the preceding year?	
<u>SUMMARY OF COMMODITIES SECTION:</u> Have you answered the question on whether commodities are included in your agency's annual budget?	