

STATE OF SOUTH CAROLINA  
CAPITAL ASSETS CLOSING PACKAGES  
REVIEWER CHECKLIST  
FISCAL YEAR \_\_\_\_\_

EXHIBIT  
3.8 (B)  
Page 1 of 3

Reviewer's Signature:

Date Last Review Step Was Completed:

**The following questions apply to all capital assets closing package forms.**

REVIEW STEP	YES/NO
Is the reviewer of each capital assets closing package form someone other than the person who prepared the form?	
Did the preparer and reviewer <i>sign</i> each capital assets closing package 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 each capital assets closing package form be traced back to official agency accounting records or to working papers?	
Do the completed capital assets 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?	

**The following question applies to the Capital Assets Overview Questionnaire (GAAP Form 3.8.1).**

REVIEW STEP	YES/NO
Has each question been answered completely?	

STATE OF SOUTH CAROLINA  
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REVIEWER CHECKLIST  
FISCAL YEAR \_\_\_\_\_

EXHIBIT  
3.8 (B)  
Page 2 of 3

**The following questions apply to the Capital Assets Summary Form (GAAP Form 3.9.1) and the Accumulated Depreciation Summary Form (GAAP Form 3.9.2).**

REVIEW STEP	YES/NO
Has the agency prepared a single form for all Governmental funds combined and a separate form for each Enterprise, Internal Service, and Trust GAAP Fund that has capital assets?	
For each form completed for an Enterprise, Internal Service, or Trust fund, does the GAAP Fund Code agree with Appendix A-1?	
For each form, are all start-of-year balances in the first column the same as last year's end-of-year balances?	
Are amounts related to assets and accumulated depreciation (if any) being removed due to capitalization criteria changes reported in the second column of each form?	
Did you use the third column of each form to reclassify asset and accumulated depreciation balances to the new categories required by GASB Codification Sections 2300.112, 1400.112, and 1400.103?	
If there are any amounts in the Net Other Corrections to Beginning Balances column of each form, are these amounts explained in the space provided in Question #2 on the Capital Assets Overview Questionnaire (GAAP Form 3.8.1)?	
For each Capital Assets Summary Form (GAAP Form 3.9.1), is the total of the Additions column equal to the total additions reported on the last line of the Capital Assets Additions Reconciliation Form (GAAP Form 3.10.1)?	
For each Capital Assets Summary Form (GAAP Form 3.9.1), does the total for the Net Reclassifications of CIP column equal zero, and was the column used <u>only</u> to report a reclassification from CIP to other asset categories?	
Can amounts being reported in the Net Intra-State Transfers column of the Capital Assets Summary Form (GAAP Form 3.9.1) and the Net Accumulated Depreciation on Intra-State Transfers column of the Accumulated Depreciation Summary Form (GAAP Form 3.9.2) be traced to the Capital Assets Intra-State Transfers Reconciliation Form (GAAP Form 3.11.1)?	
Has the reviewer recomputed all totals (both down and across) on each form?	

STATE OF SOUTH CAROLINA  
CAPITAL ASSETS CLOSING PACKAGES  
REVIEWER CHECKLIST  
FISCAL YEAR \_\_\_\_\_

EXHIBIT  
3.8 (B)  
Page 3 of 3

**The following questions apply to the Capital Assets Additions Reconciliation Form (GAAP Form 3.10.1).**

REVIEW STEP	YES/NO
Is the amount on Line A equal to the corresponding amount shown on the CSA614 report your agency received from the Comptroller General's Office?	
Are all accounts payable amounts on the Capital Assets Additions Reconciliation Form (GAAP Form 3.10.1) also reported on the appropriate Accounts Payable Closing Package Summary Forms (GAAP Forms 3.12.1 through 3.12.3)? Likewise, have all accounts payable pertaining to capital assets that you reported on GAAP Forms 3.12.1 through 3.12.3 also been reported on GAAP Form 3.10.1?	
Have capital lease additions reported on the Capital Assets Additions Reconciliation Form (GAAP Form 3.10.1) also been reported as a capital lease addition to the State Treasurer's Office?	
If your agency has Enterprise, Internal Service, or Trust funds with capital assets, does each GAAP Fund Code agree with Appendix A-1?	
Is each amount on the Total Computed Capital Asset Additions line (on the last page of GAAP Form 3.10.1) equal to the additions amount shown on the appropriate Capital Assets Summary Form (GAAP Form 3.9.1)?	
Has the reviewer recomputed all totals (both down and across) on each form?	

**The following questions apply to the Capital Assets Intra-State Transfers Reconciliation Form (GAAP Form 3.11.1).**

REVIEW STEP	YES/NO
If any of the transferred capital assets are associated with Enterprise, Internal Service, or Trust funds, does each GAAP Fund Code agree with Appendix A-1?	
Does each total in the Net Intra-State Transfers columns equal the corresponding amounts on the appropriate Capital Asset Summary Form (GAAP Form 3.9.1) or the appropriate Accumulated Depreciation Summary Form (GAAP Form 3.9.2)?	
Has the reviewer recomputed all totals (both down and across) on each form?	