

STATE OF SOUTH CAROLINA  
 OPERATING LEASES 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 operating lease closing package someone other than the person who prepared it?	
Did the preparer and reviewer <i>sign</i> the operating lease closing package (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 operating lease closing package 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 you attached to the Operating Leases Summary Form, a lease register, or alternate documentation for <u>each</u> noncancelable operating lease effective on June 30 with a remaining term at June 30 exceeding one year?	
Did you complete all the information except Part 11 on the attached lease registers (or agency prepared forms with the same information)? <b>Note:</b> For audit purposes, you must complete the <u>entire</u> lease register for <u>every</u> lease at its inception.	
Did you reconcile your agency's rental expenditures to the STARS report provided to your agency?	
Have you reported on the Operating Leases Summary Form all <b>noncancelable</b> operating leases effective on June 30 that have a remaining lease term of <b>more than one year</b> from June 30?	
Did you recalculate the amounts reported in Parts I and V of the Operating Leases Summary Form? Do the amounts per fiscal year on Question 14 on all attached lease registers (or similar agency prepared forms) agree to the amounts reported on the Operating Leases Summary Form Part V?	
Did you recalculate the totals for each fiscal year and five-year increments reported on the Operating Leases Summary Form Part V?	
For copier leases, did you properly allocate the minimum lease payments and contingent rental payments among STARS expenditure object codes 0203, 0303, 0403, and 0408?	