

STATE OF SOUTH CAROLINA
ACCOUNTS PAYABLE 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 Accounts Payable Summary Forms someone other than the person who prepared them?	
Did the preparer and reviewer <i>sign</i> the Accounts Payable Summary Forms (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 Accounts Payable Summary Forms 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?	
Did the review described in the "Agency Action Required" section of the closing package instructions include: (a) all FM01 and FM02 vouchers of \$1,000 or more and (b) all invoices of \$1,000 or more that your agency plans to pay in the new fiscal year, regardless of whether your agency has an Appropriation Act proviso allowing expenditure of new-year funds for old-year obligations?	
Did the review described in the "Agency Action Required" section of the closing package instructions include any contract retentions and/or estimates of amounts owed to vendors at June 30 for which invoices had not been received at June 30?	
Did the review described in the "Agency Action Required" section of the closing package instructions include amounts your agency owed to non-State grantees/subrecipients at June 30?	
Did the scope of the review for payables appear adequate?	
Is there a form for each GAAP Fund Code listed in Appendixes A-2 (subfunds) and F-2 (permanent improvement projects)? (NOTE: Forms for funds with no payables should be submitted with zeros.)	

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REVIEW STEP	YES/NO
For each form, does the GAAP Fund Code correspond to the GAAP Fund Name?	
If your agency had utility and/or credit card bills, were there <u>twelve</u> months of payments in the old fiscal year? If so, were additional payments or accruals excluded from the Accounts Payable liability?	
Does each voucher reported on an Accounts Payable Summary Form have a payment date in STARS FM01 or FM02 <u>and</u> a receipt date on or before June 30?	
Do all estimates, if any, appear to be reasonable and valid?	
Were vouchers charged to FM12 and FM13 excluded from the payables liability?	
Were vouchers involving other State agencies or other subfunds within your agency excluded from the payables liability?	
Were payroll and other related items (batch type 9 and related batch type 4 documents) excluded from the payables liability?	
Were employer contributions excluded from the payables liability?	
Were Claims Payable that are required to be reported on the Claims Closing Package excluded from the payables liability?	