

STATE OF SOUTH CAROLINA
 OPERATING LEASE LESSOR 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 Lessor Summary Form (GAAP Form 3.20.1) someone other than the person who prepared it?	
Did the preparer and reviewer <i>sign</i> the Operating Lease Lessor Summary Form (GAAP Form 3.20.1)--not just typewrite or rubber-stamp the names?	
Did the preparer and reviewer show their titles and telephone numbers?	
Can all amounts reported on the Operating Lease Lessor Summary Form (GAAP Form 3.20.1) be traced to official agency accounting records (by means of working papers if necessary)?	
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?	
If you reported any amounts in Other Fund Types, did you fill in the correct GAAP fund code(s) in Parts A and B?	
Did you report in Part A (a) all State-owned property for which your agency receives lease payments from non-State parties under operating leases and (b) all State-owned property your agency holds specifically for leasing under operating leases to non-State parties, even though not currently leased?	
Did you restrict your use of the <i>Other Fund Types</i> columns in Parts A and B to fund types other than governmental (for example, for enterprise, internal service or trust funds)?	
Did you exclude from Part B all cancelable leases, all leases not in effect as of June 30 and all contingent rental fees to be paid to you by lessees?	
Did you recalculate the amounts reported in Parts A and B of the Operating Lease Lessor Summary Form (GAAP Form 3.20.1)? (Make sure you have <i>subtracted</i> depreciation amounts in Part A and that any supporting working papers can be traced to the amounts reported on the summary form.)	